



Watertown Public Library Meeting Room Regulations

Regulations for the Use of the Meeting Room

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." -- Library Bill of Rights, revised January, 1980.

A. AVAILABILITY

1. Permissible Meetings

Meeting rooms in the library may be reserved on a first-come-first-serve basis for groups primarily serving the needs of the community. Library sponsored events shall have priority.

- a. Library meetings and programs
- b. Educational and literacy groups
- c. Civic betterment organizations
- d. Cultural and artistic groups
- e. Governmental meetings
- f. Other meetings not covered by exclusions

2. Exclusions

The meeting rooms may not be used for:

- a. Fund raising purposes: however, planning and training for fund raising by recognized local community service agencies is permitted. Exceptions may be made for library sponsored events, and programs presented by groups affiliated with the library.
- b. Programs involving the sale, advertising, or promotions of products or services.
- c. Programs intended to recruit persons for later fee-based programs.
- d. Programs intended to promote or create business opportunities.
- e. Groups conducting profit-making activities.
- f. Groups charging admission for attendance. Exceptions may be made for meetings sponsored by approved non-profit educational groups or institutions for short term classes or discussion groups involving small fees.

B. REGULAR MEETING

1. Groups desiring to use the meeting room for regular monthly meetings must make application to the Library Director. It should be noted that library programs will take precedence over any other group's regularly scheduled meeting.

2. Recurring reservations for the meeting rooms will be accepted, but for no more than one calendar year at a time. At the end of the year, such reservations must be reviewed.
3. An annual calendar will be sent to regular users highlighting times when the rooms will not be available for meetings. However, the library cannot guarantee that other occasions will not arise that may interfere with meeting times. Each group is expected to check the meeting room book after each meeting to verify whether the room is available for the next meeting date.

C. APPLICATION PROCEDURE

1. Applications for the use of the meeting rooms by non-library groups must be made on the appropriate form at least 48 hours in advance by an authorized representative of the group.
2. Upon receipt of a properly executed application for use of a room during library hours, a library staff member may approve the application and confirm the booking if the meeting purpose falls clearly within the approved meeting room policies.
3. If there is an application which the policy does not clearly cover, the staff member will refer the application to the Library Director, who will either approve or disapprove; or if an exceptional request is not covered by policy, refer it to the board.

D. REASSIGNMENT

In the case of an emergency, or if a library-related program arises which, in the judgment of the Library Director has priority, the Library reserves the right to ask groups to choose an alternate meeting date.

E. CHILDREN'S GROUPS

Children's groups may use the meeting rooms provided that an adult sponsor makes application, and provided that the meeting is supervised by adult sponsors, at least 1 adult for every 10 children, unless special permission is obtained from the Library Director.

F. EQUIPMENT

1. The library may provide a media projector, television, VCR, podium, and blackboard provided they have been requested on the application form. However, the group shall be responsible for any advance preparations, for setting up and putting away meeting room furnishings used for its meeting, as well as clearing away their own equipment. The library reserves the right to refuse requests for equipment if the equipment requested is needed for library purposes at the time in question.
2. Storage facilities will not be provided for any non-library organization.

G. OTHER REGULATIONS

1. Please be careful when having food and/or beverages. Proper clean-up and disposal is required when used in the meeting room.
2. The group is responsible for clean up of the meeting room being used and putting the furniture back the way it was before they used the room.
3. All meetings not sponsored by the library must end at least 15 minutes before the library closes.
4. The circulation desk must be notified at the completion of the meeting so that they may inspect and lock up the rooms.
5. No children may be left in the meeting room unattended.
6. Smoking is not permitted in the library building.
7. Programs may not disrupt the use of the library by others. Any group that is disruptive or disorderly will be asked to leave.

H. TELEPHONE CALLS FOR MEETING DURING LIBRARY SERVICE HOURS

Because of staffing limitations, the library is unable to carry messages (e.g. telephone calls) to persons/groups using the meeting room. Staff will note messages as they are received. A representative of the group will need to check with the circulation desk; she/he can then relay the message(s) to the appropriate party. In the event of emergencies, staff will attempt to place the caller in touch with the person being called.

I. AGREEMENT BY USER

1. In consideration for the use of a meeting room, each organization agrees that:
 - a. It will pay for all damage to any property of the Watertown Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
 - b. It will hold harmless the City of Watertown and the Watertown Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused the organization or any person in connection with a meeting.
 - c. It will take responsibility for compliance with the accessibility to services provisions of the Americans with Disabilities Act.
2. It is understood that the City of Watertown and the Watertown Public Library assume no responsibility whatever for any property placed in the Library in connection with a meeting; and that the City of Watertown and the Watertown Public Library are hereby expressly released and discharged from and against any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

Revised Feb 3 2005