



## **Community Room Policy**

The Board of Trustees of the Wilmington Public Library District offers the use of its community room to organizations, businesses, community groups and individuals. Meetings held must be for the purpose of educational, civic or cultural programming, public information or other purposes that contribute to the growth and welfare of the community.

### **General Guidelines**

- The community room was designed primarily to meet the operational needs of the library in accomplishing its service goals. It is intended for the following purposes, in order of priority:
  1. Library sponsored or cosponsored programs;
  2. Library-related meetings;
  3. Meetings of community groups with educational, cultural and civic purposes;
  4. Other meetings deemed appropriate to the mission and facilities of the library, in the opinion of the Library Director,
- Use of the community room does not constitute library endorsement of the viewpoints expressed by participants in programs. Advertisements or announcements implying such endorsement are not permitted.
- The library reserves the right to refuse to schedule any group either because of the nature of its proposed activities or because of previous disregard of this policy. Permission to use the room will be withheld from groups damaging the room, equipment or furniture, causing a disturbance, or failing in any other way to comply with this policy.

### **Specific Guidelines**

- The room is not available for commercial purposes such as bake sales, craft sales, demonstrations of products or services, or meetings held for financial gain. Admission charges, collections (other than regular club dues), sales or any moneymaking activities are not permitted, unless the library is the beneficiary of the funds raised or by special permission of the Library Director.
- The library's address may not be used as an organizational mailing address. Phone inquiries about the meeting will be answered with time and date only. Incoming calls during the meeting cannot be forwarded to the community room.
- All meetings of groups of persons under 18 years of age must be attended by an adult who will assume responsibility for the group's activities and behavior.
- Smoking, use of illegal drugs and use of alcohol are not permitted on library property.
- Maximum capacity of the room is 40 persons.
- Groups are expected to leave the room in the same condition in which it was found.

- Groups may serve light refreshments, previously prepared. Groups supply their own coffee, cream, sugar and paper goods. Library staff is not available to assist with coffee making or to carry supplies. Storage space is not available.
- Special parking arrangements for groups cannot be provided.
- Decorations should be limited to those that can stand on the floor or the tables. Nothing is to be attached to the wall or ceiling without prior permission.
- Unless prior arrangements are made with staff at the time of scheduling, all meetings must be completed and cleaned up prior to the library's daily closing time.

**Fees for meeting room use**

- Custodial fees of \$20.00 per hour will be assessed of any group which leaves the room in such condition that it requires cleaning by library personnel. This includes failure to clean the kitchen, wash the coffeepot, or otherwise return the room to its normal condition.
- The cost of repairs for damages to furnishings, equipment or the building that have been caused by members of a group using the meeting room will be charged to the group through the person who scheduled the meeting. Payment of fees or charges is both the responsibility of the individual making the reservation and the group for which the reservation was made.

**Reservations and Scheduling**

- Application for use of the community room must be made on the form provided, and returned to the library AT LEAST ONE WEEK PRIOR TO THE MEETING DATE. The form is to be signed by the group's presiding officer.
- Requests are considered confirmed upon the library's receipt of a signed application.
- Standing reservations for groups using the meeting room more than four times per year may be made annually.
- Groups should notify the library of cancellation of any meeting as soon as possible.

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