



## MEETING ROOM POLICY

As a community service, Wheaton Community Library's public Meeting Room is available for use by members of the public when not being used by the library. Library sponsored and co-sponsored programs have priority over all other room reservations. Neither the City of Wheaton nor Wheaton Community Library will be responsible for any loss to personal property from fire, theft, vandalism, or any other cause, nor for personal injuries sustained on the premises. Permission to use the Meeting Room does not imply Library or City of Wheaton endorsement of the aims, policies, or activities of any group.

### GENERAL RULES FOR USE:

- An adult member or sponsor of the organization requesting the Meeting Room will be required to read and sign a copy of this policy before using the room and assumes full responsibility for any damages to the facility or equipment which may occur because of the group's use.
- The room may be reserved in person or by calling the library at (320) 563-8487 during open hours.
- There will be no charge for the use of the Meeting Room for non-profit organizations. For-profit businesses will be charged a rental fee of \$25.00 for one-half day and \$50.00 for all day use of the meeting room. Reservations for the Meeting Room may be made up to three months in advance, according to availability and purpose. No provision will be made to reserve the Meeting Room on a constant basis. The Meeting Room must be booked for each meeting. Storage of equipment or supplies for groups is prohibited.
- Groups using the room after hours must pick up a key before closing the day of the meeting. Groups using the room on Sunday must pick up a key before closing the Saturday prior to the meeting. The key may be returned by noon the following day or deposited in its envelope into the book drop.
- Smoking is not permitted anywhere in the building, including the restrooms.
- Possession and consumption of alcohol or controlled substances is prohibited on library premises.
- Meeting attendees may park along the street on 1<sup>st</sup> Avenue N. Attendees may not park in the spaces used by library patrons at the front of the building or in the spaces at the back of the building for staff unless the meeting takes place during hours the library is closed.
- The library cannot provide supplies or personnel to assist in the preparation of, or presentation of, programs.
- Tables and chairs are available. The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting Room must be left clean, in good repair, and in the same condition as found.
- A responsible adult must be present at all times during the use of the room.
- In publicizing the meeting to be held, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity. The library's phone number may not be used in any publicity concerning meetings unless it is a library-sponsored event. Incoming calls cannot be forwarded by the staff to the Meeting Room.
- If a meeting is to be cancelled, the library should be given 24 hours' notice.
- Food and beverages in the form of "light refreshments" may be served in the Meeting Room. However, no red or grape beverages may be served.
- Failure to abide by these rules by any organization will result in the refusal of further reservations.

### THE MEETING ROOM MAY BE RENTED FOR:

- Social functions such as receptions and showers.
- For-profit businesses conducting meetings in which there will be future fees collected or future sales of any kind directly related to the meeting.



THE MEETING ROOM MAY BE USED RENT-FREE BY:

- Non-profit civic, cultural or educational groups for meetings that are open to the public and no admission fee is charged.
• Government agencies, in which case the meeting does not need to be open to the public.
• Commercial firms if the purpose of the meeting is for employee training. The sale or promotion of business products or services is prohibited.
• Organizations sponsoring a political event such as legislative forum or candidate's night, which involves the invitation of all representatives or candidates.

THE MEETING ROOM MAY NOT BE USED FOR:

- Political fund raisers or rallies, or activities that advocate the election or defeat of any candidate for any office, or for the promotion or opposition of any ballot issue.
• Religious services or gatherings.

WHEATON COMMUNITY LIBRARY MEETING ROOM RESERVATION REQUEST

CONTACT INFORMATION:

Name of Contact: \_\_\_\_\_ Name of Organization: \_\_\_\_\_
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Daytime Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

EVENT INFORMATION:

Type of Group: Educational \_\_\_\_\_ Cultural \_\_\_\_\_ Professional \_\_\_\_\_ Political \_\_\_\_\_ Civic \_\_\_\_\_
Business \_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Time Allotment (Please Choose One): All Day use of the Meeting Room [ ] \$50.00 Fee
1/2 Day use of the Meeting Room [ ] \$25.00 Fee
Non-Profit Organization: [ ] Waive Fee

The undersigned accepts full responsibility for the Wheaton Community Library Meeting Room while in use by the above renter(s) or organization(s):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wheaton Community Library
901 1st Avenue North
Wheaton, Minnesota 56296
(320) 563-8487
www.wheatoncommunitylibrary.org

Adopted by the Wheaton Community Library Board
Approved: February 18, 2005
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