

## **WINFIELD PUBLIC LIBRARY MEETING ROOM POLICY**

The Board of Trustees of the Winfield Public Library offers the use of its meeting facilities to Winfield community groups and organizations provided:

1. The Winfield community group or organization is composed mainly of citizens who reside in areas that are taxed for Winfield Library service.
2. Meetings are open to the public.

### **RESTRICTIONS**

1. Only nonprofit groups may use the meeting room.
2. No group or organization may use the name or address of the library as its address or headquarters except for the Winfield Library Friends.
3. No one may be in any part of the building other than designated meeting areas when the library is closed.
4. Groups composed of members under age eighteen must have an adult sponsor in attendance for every twenty members present at their meetings.
5. No fees may be charged for admission and nothing may be sold in the meeting rooms except for activities of the Library or the Winfield Library Friends.
6. Groups may not meet more than once per week.
7. Due to fire regulations no more than eighty-two (82) people may occupy the meeting room at one time.
8. Nothing may be attached to walls or furnishings. Decorations must be limited to items that can stand on a floor or table and that conform to fire regulations.
9. No alcoholic beverages are allowed.
10. Smoking is not allowed.
11. Nothing may be left or stored on the library premises without prior consent of the Director.
12. The Winfield Public Library reserves the right to cancel scheduled meeting room(s) reservations in the event that the room(s) is (are) needed for

library business or programs. The library will use best efforts to give one week advanced notice.

13. Groups need to notify staff at the service desk upon arrival and upon departure.

## **SCHEDULING**

Scheduling shall be done according to procedures established by the library.

## **HOURS**

Meetings must be held during library open hours.

Available hours are: Monday - Thursday 9:00 A.M. - 9:00P.M.,  
Friday - Saturday 9:00 A.M. - 5:00 P.M.

## **FEES**

There is no charge for the normal use of a meeting room if it is left in good condition. Groups are expected to set up the meeting room for their own use and clean up before leaving. Groups using the meeting room are responsible for the condition of the room. The cost of repairing damage to furniture, equipment or the building will be charged to the group using the room.

## **FACILITIES AVAILABLE**

1. The library has two meeting rooms available that may be combined into one room. Meeting room "A" may be used by a maximum of thirty-three (33) people and meeting room "B" may be used by a maximum of forty-nine (49) people. The combined room may be used by a maximum of eighty-two (82) people, or sixty-four (64) in a classroom (table) set up.
2. Four tables are in the room at all times. Additionally, eight (8) folding tables and sixty-four (64) stacking chairs are available.
3. Audiovisual equipment may be used on the library premises only. Instruction in the use of equipment must be arranged at least 24 hours prior to the meeting time. A list of currently available equipment is available at the circulation desk.
4. A microwave oven, sink and a coffee maker are available in Meeting Room A. Light refreshments may be served. Groups must supply their own coffee, cream, sugar and paper goods. Each group using the kitchen is responsible for clean up before leaving. All electrical equipment must be unplugged.

## **SPECIAL CONSIDERATION**

Request for special consideration regarding any regulations may be made to the Winfield Library Board of Trustees.

**PROVISION FOR REVIEW**

The Winfield Library Board of Trustees shall review and/or revise this policy annually.

Signed and adopted by the Winfield Library Board of Trustees the day of  
December 9, 2015 .

\_\_\_\_\_/s/\_\_\_\_\_  
Will Mego  
President of the Winfield  
Library Board of Trustees

\_\_\_\_\_/s/\_\_\_\_\_  
Cindy Keck  
Secretary