

## Wilmington Public Library Meeting Room Policy

The primary purpose of the Wilmington Public Library's ("Library") meeting rooms is to provide space for library-related activities. The needs of the library and the Friends of the Library shall take precedence. The Library reserves the right to cancel or reschedule any meeting.

Library meeting rooms are available free of charge during regular library business hours, subject to the stipulations below, to educational, cultural, civic, social, political, religious, professional or other non-profit organizations, to individuals or to persons providing one on one tutoring.

Meetings shall begin no earlier than 8:00am and end no later than 8:00pm. Meetings may be scheduled outside regular library hours *pending the availability of library staff* for a charge of \$10.00. The fee shall be waived for public agencies or non-profit organizations providing free services to the residents of Clinton County.

Meetings rooms are not available to non-library groups or individuals for the promotion or sales of services or products, fundraising, conducting classes for profit, or private social functions.

No admission or attendance charge or required donation may be assessed by any non-library group using a meeting room. Library staff reserves the right to enter the space at any time.

The Director or his or her designee must approve all reservations. The Library Board of Trustees may deny the use of the meeting rooms to individuals and groups that have not previously complied with the provisions of the meeting room policy or that falsify a meeting room application.

A meeting room may be reserved up to 3 months in advance of the meeting date. Groups may use a meeting room up to 5 times per month, however, the Director or his or her designee may allow exceptions for public agencies or non-profit organizations providing free services to the residents of Clinton County.

Individuals representing groups that reserve a meeting room at the Library must agree to this policy each time that they request a meeting room at the Library.

Refreshments may be served, but are restricted to the meeting rooms and are not permitted in other parts of the library except during library-sponsored events. Tobacco

products and alcoholic beverages are prohibited. A group serving refreshments is responsible for providing all serving utensils and for cleaning up following its meeting.

Groups or individuals are responsible for arranging the chairs, tables and other equipment to meet their own needs. If the room is not left in a clean, orderly condition, the individual or group shall not be permitted to use meeting spaces at the Library for a period of one calendar year.

The library makes no endorsement, express or implied, of any non-library event or activity held in the meeting room. Publicity of such events must include a disclaimer to this effect.

Should the Library close due to an emergency or inclement weather, all meetings will be cancelled. Every effort is made to report all unscheduled closings to television and radio media in the region, on the Library's website and on available social media platforms.

The Board of Trustees of the Wilmington Public Library of Clinton County and its employees do not assume any liability for groups or individuals attending any meeting or program in the library.

Meetings held at the Clinton-Massie Library must also comply with any rules set out by the Clinton-Massie Local School District.

Approved by the Board of Trustees: January 29, 1997

Updated: September 22, 1999, August 24, 2005, June 23, 2010, October 27, 2010, July 16, 2014, October 24, 2023