

# Windham Public Library

## Meeting Room Use Policy

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### I. Policy Statement

The meeting room at the Windham Public Library is designed to meet general informational, educational, cultural and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays, story times, puppet shows and films. It is the policy of the Library to make available its meeting room to citizens and groups throughout the community for non-commercial purposes free of charge. Use of the public meeting room by any individual or group signifies acceptance of the terms of this policy.

### II. Authority

Article III, Section 2 of the Town Charter appoints the Town Manager, as the Town's chief administrative officer, responsibility to establish reasonable rules and regulations regarding the Town's facilities.

### III. General Guidelines

- The individual who requests and reserves the use of the meeting room is designated “the responsible person” and must be over the age of 18. He or she will be responsible for ensuring compliance with the rules set forth herein by all persons using the meeting room at the reserved time, and for any and all damages that may occur as a result of that use of the room. This will not prevent the Town from holding other persons in attendance responsible for such damages.
- The meeting room is available for use between the hours of 7am and 10pm. Meetings scheduled outside of library hours must have a responsible person over the age of 18 to pick up a key for the side entrance. All attendees **must** enter and exit using that door. At the completion of the meeting the lights must be turned off, all trash collected and properly disposed of, the door securely closed and locked and the key returned to the library book drop.
- Use of the Library's meeting room does not constitute library or the Town of Windham's endorsement of viewpoints expressed by participants in the program. Advertisement or announcements implying such endorsements are prohibited.
- Persons or groups using the meeting room may not charge or solicit any kind of fee to other individuals for their attendance or participation, except to cover the actual expenses incurred for the use, including honoraria for guest speakers. This rule does not prohibit the solicitation of donations to non-profits.
- The meeting room may not be used for social gatherings such as showers, birthday parties, dances, etc. or for religious services.

- Town or library needs may pre-empt any other scheduled event and the Town will not be responsible for any costs incurred due to the cancellation of the event.
- Smoking, tobacco use and alcoholic beverages are not allowed in the meeting room.
- The Town will not discriminate on the basis of any individual's race, religion, gender, creed, color, age, sexual identity or orientation, national origin or ancestry, physical or mental disability, military status, genetic information, or any other status protected by law.

### **Reservations**

- Requests for use of the meeting room may be made in person, by telephone, e-mail or in writing. Requests will be honored on a first-come, first-served basis.
- When making a reservation please provide the following:
  - Name of organization and its purpose;
  - Purpose of the meeting;
  - Name, address, e-mail address and telephone number of the responsible person; and
  - The total number of persons expected to attend.
- Reservations are accepted up to 6 months in advance.
- To provide an opportunity for new groups to use the meeting room, a group may use the meeting room only twice each month.
- Notice of cancellation should be made as soon as possible. After thirty (30) minutes, a group may forfeit its reservation if it fails to appear as scheduled.
- Groups may not assign their reservations to other groups.
- Permission to use the meeting room may be withheld from individuals or groups failing to comply with this policy, and from any individual or group that damages the room, carpet, equipment or furniture, or causes a disturbance.

### **Care and Use of Facilities**

- Please leave the meeting room as it is found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Furniture and /or equipment from the main area of the library may not be brought into the meeting room.
- Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. In order to ensure easy removal of equipment after the meeting, the Library Director should be notified when the equipment is brought into the building.
- Any function which creates audible disruption to normal library operations will not be tolerated.
- Equipment, supplies or personal effects cannot be stored or left in the meeting room before or after use.

- Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- During Library hours public entrances are to be used for entrance and exit from the building and for all deliveries. Outside of library hours, all meeting attendees must enter and exit through the side door.
- Any announcements or notices to publicize an activity should not be posted or distributed without prior approval of the Library Director.
- Attendance at meetings will be limited to the seating capacity of the meeting room. (Maximum capacity 50 people). Seating and / or supplementary furniture are not allowed in corridors outside the meeting room.
- A small kitchen facility is available. Other supplies for simple refreshments such as cups, plates, napkins, etc. must be provided by the group or organization.
- Parking for meetings is limited to available spots in the library parking lot. No parking is allowed in the designated No Parking Fire Lane or on the library lawn.

Questions not covered in this policy should be referred to the Library Director.

#### **IV. Enforcement**

Authorized library staff may intervene to stop prohibited activities and behaviors. Failure to comply with these rules may result in:

- Withdrawal of an individual or group's permission to remain on Library property and/or
- Withdrawal of an individual or group's permission to use the Library meeting space.

APPROVED: Donald Gerrish

Don Gerrish  
Interim Town Manager

Date: 12/17/18

February 17, 2015  
July 7, 2015 (revised)  
December 17, 2018 (revised)

**WINDHAM PUBLIC LIBRARY**  
217 Windham Center Road Windham, Maine 04062  
207-892-1908

This letter is to confirm the agreement between the Windham Public Library and \_\_\_\_\_ for the use of the meeting room at the library.

**CONTACT PERSON:** \_\_\_\_\_

**Date/Time** \_\_\_\_\_

**GROUP:** \_\_\_\_\_

As the contact person, I agree to pick up the key to the meeting room *if* our scheduled times to meet occur when the library is closed. At the end of the meeting, we will drop the key in the book drop near the main entry. We will exit using the side door in the meeting room. I also agree to notify the library if there are any changes in our meeting time.

The meeting room is for non-profit groups only. There is no charge to use the room. The Library and the Board of Trustees reserve the right to refuse the use of the room at any time.

**DURING THE MEETING:**

1. There will be no smoking or use of alcoholic beverages.
2. Children in the group will remain in the meeting room under adult supervision.
3. If the library is closed, attendees may only use the meeting room and restrooms. No entry into other parts of the library shall be allowed.

**AFTER THE MEETING:**

1. The room will be left as it is found. Chairs put away, lights turned off, coffee pot (if used) must be unplugged and rinsed out, trash picked up.
2. In the event that there are damages or breakage, I will inform the library so that a fair settlement can be made.
3. Attendees will exit the library by the side door and the door will be closed securely and locked, and the key (if used) will be returned in the bookdrop to the left of the library main entrance.

**EQUIPMENT:**

1. If portable equipment (TV/VCR; overhead projector, etc.) is needed, I will let the Library know before the meeting time.
2. The equipment remains in the meeting room and cannot leave the library without the permission of the Library Director and the Board of Trustees.

I have read the above and agree to the conditions of using the public meeting room at the Windham Public Library.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_