

## 5.000

## WAYNE COUNTY PUBLIC LIBRARY - MEETING ROOM POLICY

The following policy shall provide guidelines for public use of the Gertrude Weil Auditorium. The Library will make the use of this facility available for non-profit, civic, cultural, charitable and social organizations in Wayne County. The Gertrude Weil Auditorium is available on an equitable basis to these groups regardless of their beliefs or affiliations. Permission from the Library for an organization to use the Auditorium does not constitute the Library's endorsement of the organization or its beliefs. Public use of the Gertrude Weil Auditorium is subject to the following regulations:

**5.001:** The Gertrude Weil Auditorium may be used at any time during the regular hours of library operation. Library sponsored events shall have priority in scheduling.

**5.002:** The capacity of the room is 120 persons. There are 100 chairs available.

**5.003:** All programs and meetings must be open to the public. No admission charge may be levied. Non-profit groups may charge a materials fee to participants. This fee may not exceed the actual cost of the materials and may not serve as a basis to exclude auditors from any meeting.

**5.004:** Use of the auditorium for the promotion and sale of merchandise is prohibited **with the exception of the sale of books by an author during a designated book signing event**. The Library and Friends of the Library are exempt from this restriction.

**5.005:** Scheduling the use of the Gertrude Weil Auditorium will be on a first-come, first-serve basis. Reservations for the room will not be taken earlier than four months in advance of the date of proposed use. No group may reserve the room more than twelve (12) times in a calendar year. The Library may preempt the reservation of another organization upon four weeks notice.

**5.006:** Programs may not disrupt the use of the library by others. Persons attending programs or meetings are subject to all library rules and regulations. The Library reserves the right to deny use of the facility for programs and meetings which in the opinion of the Library Director or Board of Trustees would be disruptive to the normal operation of the Library.

**5.007:** Library facilities shall be left in a clean and orderly condition. Groups or organizations using library facilities accept liability for any damages to the facility. The user at the conclusion of use must return the auditorium to its original condition.

**5.008:** Smoking is not permitted in any part of the Library.

**5.009:** The Library does not provide staff for the set-up or arrangement of the auditorium. The Library does not provide staff for the supervision of the use of the auditorium.

**5.010:** Any group or organization using the auditorium shall be responsible for the handling and security of their equipment and do so at their own risk. The Library shall not be responsible for theft or damage to property brought into the building or for materials and equipment left in the building.

**5.011:** Request for use of the Gertrude Weil Auditorium shall be made to the Library Staff. A written application will be required (appendix 5). If use of the facility is denied, the applicant may appeal to the Board of Trustees if a written request for such an appeal is received within five days of the denial. The decision of the Board of Trustees is final.

**5.012:** Regulations governing the public use of the Gertrude Weil Auditorium can be revised only by the Library Board of Trustees.