



# WESTCHESTER PUBLIC LIBRARY

## MEETING ROOM RULES

- A) **Adult residents of the Library district** in good standing with the Library may reserve meeting rooms.
- B) Reservations are processed on a first-come, first served basis. **Rooms already reserved by the Library for Library programs will not be available for reservation.** C) Reservations are limited to one meeting per week, and may repeat weekly up to the end of the year (Dec. 31<sup>st</sup>).
- D) Meeting reservation times **must include time to set-up and breakdown** E) Meeting rooms are available **only** during the hours designated to each particular room. F) Cancellations must be given at least **48 hours in advance** of the meeting, or will be considered a no-show. After 2 **no-shows**, reservation privileges will be lost for the remainder of the year.
- G) Attendance is limited to the stated room capacity of each room, and attendance cards **must be completed** and left for Library staff after each meeting.

## LOCATIONS & RESERVATION HOURS

### **Emily Peterson Meeting Room at Hageman Branch** (capacity 25)

9:00am to 5:45pm Monday-Friday 1:00pm to 4:45pm on Saturday (No Sunday hours)

### **Baughner Center Meeting Room** (capacity 100)

9:00am to 8:30pm Monday-Thursday

9:00am to 5:30pm on Friday; 9:00am to 4:30pm on Saturday; 1:00pm to 4:30pm on Sunday

1. All meetings **must be free and open to the public.**
2. Groups and individuals using the meeting rooms are guests of the Library and their use of the space must reflect that understanding. Persons attending activities in meeting rooms are subject to all Library policies.
3. Use of meeting rooms must not disrupt other Library patrons.
4. Sale of goods and/or services is **not** permitted in Library meeting rooms unless as part of a Library-sponsored program (e.g. the sale of an author's books after a presentation).
5. Priority of meeting rooms will be given to Library-sponsored events.
6. The Library **reserves the right to relocate, reschedule, or cancel any meeting for a Library-sponsored event, emergency, or other reason**; should this occur, the Library will make every effort to provide timely notice to the group.
7. Use of meeting rooms does **not** constitute Library endorsement of the beliefs or ideas expressed by groups, organizations, or individuals using the space. Meetings must not be publicized in a manner that suggests Library sponsorship or affiliation.
8. Users may **not** store or leave equipment, supplies, or personal belongings in Library meeting rooms or other Library areas.

9. The Library is not responsible for lost or stolen items.
10. Smoking, alcoholic beverages, candles, and any fire-lighted materials are **prohibited**.
11. All rooms are ready for use in a standard setup determined by the Library. Users are permitted to move tables and chairs to another setup, but **must restore the meeting room and its tables and chairs to its original state, and leave the room free of trash**.
12. Users agree to pay for all damages and losses incurred to the room or its contents, as well as any costs to the Library for excessive clean-up.
13. Users may use room-adjacent kitchenettes to prepare meals and refreshments, but must provide their own food, dishware, cutlery, paper goods, and cleaning supplies. Users **must leave kitchenettes free of food and trash**.
14. The use of Library **Audio/Visual equipment**, and any other technology needs, **must be pre-arranged at the time of reservation**.
15. **All meetings must be finished** and meeting rooms **vacated by the end-time designated to each meeting room**. Failure to do so may result in loss of meeting room privileges.

### CAMPAIGNING/ELECTIONS

Library meeting rooms may *not* be used for campaigning or any election-related purpose by a candidate, registered third party advertiser, or political party leading up to or during elections (campaigning periods). Neither are town hall meetings allowed in library meeting spaces leading up to or during elections (campaigning periods).

What *is* permissible in library meeting rooms leading up to or during elections (campaigning periods) is that candidates may hold meet-and-greets as long as every person on the ballot vying for that same particular elected role is invited to participate in the same meet-and-greet. All candidates don't necessarily have to attend, but they must be formally invited by the instigator of the event and the event must be billed as a meet-and-greet for all persons campaigning for that role.

Library meeting rooms may be used by an individual *after* that individual has been elected into office and only during non-election time periods for town hall meetings and meet-and-greets.

Official nonprofits who hold nonpartisan events *solely* to help people register to vote are permitted to use library meeting rooms during both election and non-election periods.

**I hereby state that I have read, understand, and agree to comply with all of the meeting room procedures and rules, and with Library Policy, while using Westchester Public Library meeting rooms.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Today's date** \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mission/Purpose of Organization \_\_\_\_\_

Your Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

Requested meeting date(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested meeting start & finish time \_\_\_\_\_

Do you request use of Library **Audio/Visual equipment** and/or have technology needs for your meeting? Circle one: NO YES (Describe) \_\_\_\_\_

**Room preference:**

\_\_\_\_\_ Hageman Library Branch Meeting Room (capacity 25)

\_\_\_\_\_ Baugher Center Meeting Room (capacity 100)

**I hereby state that I represent the above-named organization or group and will serve as the available contact for any and all communication about related meetings held in Westchester Public Library meeting rooms.**

**Printed Name:** \_\_\_\_\_ **Phone number** \_\_\_\_\_

**Signature:** \_\_\_\_\_