

## Meeting Room Policy Wellfleet Public Library

The Wellfleet Library Board of Trustees sets this policy to provide guidance on use of the Library Meeting Room by outside individuals or groups. The Wellfleet Public Library provides free and equitable access to resources, staff, and spaces in a welcoming environment where we can connect to each other and interact. The Meeting Room is primarily available to support Library programs and functions that further the goals of the Library. When not being used for a Library function, priority will be given to governmental meetings that serve the Town of Wellfleet. When not in use by the Library, a Library related organization (such as the Friends of the Wellfleet Library), or the Town, the Meeting Room may be used under the following guidelines:

1. Applications from individuals or those representing organizations are made on an application form furnished by the Library and signed by a representative of the organization. Applications should explicitly state the purpose of the meeting, date, time, as well as the subject matter, and the number of people expected to attend. All groups and organizations must have an application on file at the Library, including groups that have already been meeting at the Library.
2. The Meeting Room has a capacity of one hundred (100) people (as set by the Wellfleet Fire Department). Representatives who have signed the application will be responsible for ensuring that the fire code is not violated.
3. Reservation for use of the Meeting Room must be made through the Director, Assistant Director, or their designee at least seven (7) days prior to use. Meeting rooms may be booked up to three (3) months prior to the meeting. We cannot accept bookings beyond the 3-month period to allow flexibility in the arrangement of Library programs. A person or group may not request more than one booking per month.
4. The person signing the reservation form must be 18 years of age or older and be in attendance while the meeting room is in use. This person is responsible for the security, safety, and behavior of the group, and will be responsible if there is any damage of Library property.
5. No use of the Meeting Room will be permitted that is likely to disturb Library users in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library building, art exhibits, or collection. The Library Director or their designee has the right to reject a reservation request if it is likely that the meeting will be too disruptive, too large, or too dangerous to persons or property. In determining whether such a likelihood exists, the Library Director or their designee may take into consideration the contents of the application form, the history of the group's use of the

Meeting Room in the Library, the history of the group's use of facilities elsewhere, and other appropriate information.

6. All programs in the Meeting Room must be free and open to the general public, with the following exceptions:
  - a. The Meeting Room may be used for closed meetings by **Wellfleet** nonprofit organizations for *business* meetings.
  - b. The Meeting Room may be used by other nonprofit organizations for business meetings for a fee of \$100.
  - c. The Meeting Room is not available for personal social gatherings.
  - d. The Meeting Room is not available for the benefit of private individuals, for-profit organizations, or commercial enterprises.
  - e. The lowest priority will be given to groups using the Meeting Room for purposes not open to the public.
7. Fundraising is not allowed on Library property, except that if the event is a book or music event, the person may sell their books, CD's, or other items.
8. If the Group requires A/V assistance, this must be indicated on their application form. They will only be granted access to the Meeting Room during dates and times when a staff member with A/V knowledge is available to work with them. A/V needs must be indicated on the application form. The Group designee must be in touch with the Library's staff person no later than seven (7) days prior to the event to go over the exact A/V specifications and coordinate a run-through if one is necessary.
9. Meetings that are designed to promote one political candidate are not permitted, although a program where a slate of candidates are presented would be allowed (like a "Meet the Candidates" event).
10. Use of the Meeting Room does not imply endorsement, support, or co-sponsorship by the Library of the activities in the Meeting Room or the beliefs of the group using the Meeting Room. Groups or individuals using the Meeting Room may not imply that the event is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.
11. The Meeting Room may only be used during the normal operating hours of the Library. Meetings must end on time, as the room may be booked for another event. All programs must be scheduled to end at least ten (10) minutes prior to Library closing times. The Meeting Room must be returned to its original condition and vacated by Library closing time. Keys to the Library will not be given to any group.

12. Refreshments may be served with permission from the Library Director. Please note your intent to serve refreshments on the application form. All trash from refreshments must be cleaned up and removed from the building at the end of the program. Catering companies are not allowed, as the Library does not have an industrial kitchen.
13. If a group intends to show a film, the group must secure the appropriate rights to show the film. They must indemnify the Library from any liability in case of the group's failure to secure such rights.
14. Alcoholic beverages may not be dispensed or consumed on Library property. Smoking of any substance is not permitted on Library property, nor is the use of electronic/vaporizer cigarettes. No controlled substances are allowed on Library property. Firearms or weapons are not allowed on Library property.
15. Candles may not be lighted nor may anything be burned during the event.
16. If the Library Director, their designee, or the Board of Trustees, believe security is warranted at an event, the group may be asked to confer with the Wellfleet Police Department about security. All costs for security will be incurred by the group.
17. The Meeting Room will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. Library staff will do their best to contact the group's contact person who is listed on the application form.
18. The Library and the Town of Wellfleet are not responsible for the loss of or damage to personal property of group members while on the premises.
19. If a group or individual's application for use of the Meeting Room is denied, that person may appeal to the Library Board of Trustees using the attached form. The Board of Trustees' decision will be final.
20. Groups failing to comply with any part of this policy or established policies of the Wellfleet Public Library will be denied further uses of the Meeting Room.