

Whitman Public Library Community Room Policy

The Board of Library Trustees welcomes the use of the Community Room by any local non-commercial group for meetings of a civic, educational or cultural nature. No admission fee may be charged. It is understood that the public will be welcome at all meetings, but numbers must not exceed those set by the building commissioner. Granting any group permission to meet in the Library does not in any way constitute an endorsement of the group's policies or beliefs. The community room may not be used by individuals for private gain or personal use. The Board reserves the right to restrict use of the Community Room.

THE BOARD OF TRUSTEES RESERVES THE RIGHT TO PROHIBIT THE USE OF THE ROOM BY ANY ORGANIZATION WHICH ABUSES OR NEGLECTS THE REGULATIONS AS SET FORTH ABOVE. THE BOARD DOES NOT ADVOCATE OR ENDORSE THE VIEWPOINTS OF MEETING ROOM USERS.

Reservations

1. Arrangements to reserve the room must be made by completing an application available at the Library Circulation Desk or on the Library's website. The application must be returned to the Library Director's office at least ten business days prior to the date of the meeting. The Director will inform the applicant whether or not their request has been approved.
2. **Library programs and activities have priority over all other uses.** All other reservations will be filled on a first-come, first-served basis.
3. Permission for use of the room must be requested by a person at least 18 years of age.
4. In the event the library is closed due to inclement weather, the use of the room will automatically be cancelled for that date.
5. The Board of Library Trustees reserves the right to cancel any meeting for any cause.

Fees

1. Any group whose meeting extends beyond the library closing will be responsible for paying a fee of one and one-half times the hourly rate of the library staff person who remains on duty. A minimum of two hours' fee will be required and payment is due at the time of application. Checks should be made payable to the Whitman Public Library.
2. If a staff member is not available, the use of the meeting room will not be approved.

Facilities

1. The room is certified to hold 96 adult persons.
2. You are requested to arrive in time to arrange tables and seating to meet your needs. We have 10 tables and 50 chairs. Library staff are not responsible for setting up or breaking down equipment.
3. Those who use the room are responsible for cleaning up. Cleaning supplies are provided in the kitchen area cabinets. Vacuum and/or additional supplies may be obtained from library staff.
4. No food, drinks or smoking are permitted. Alcoholic beverages may not be served. Nothing is to be attached to the walls.
5. Each group is responsible for leaving the room as found, and for the replacement of lost or damaged equipment. Library staff inspects the room at the end of business each day.
6. The room has a projector, screen, microphone, integrated PC, and assisted listening technology available for use.