



## **USE OF CONFERENCE ROOM POLICY**

The West Tisbury Free Public Library (the “Library”) conference rooms are for gatherings of an educational, cultural, or civic nature where a diversity of viewpoints is permitted, and for other functions which, in the judgment of the Board of Trustees, will benefit the residents of the community. The Library subscribes to the equitable use of its facilities. The use of the meeting room does not constitute an endorsement of a group’s policies or beliefs.

Library conference rooms are to be used primarily for Library sponsored or co-sponsored activities and by Library-related organizations. Therefore, the Library shall have priority in scheduling over all other requests.

### **A. General Conditions:**

1. The Public may book conference rooms that are not committed to Library use. The use of the rooms must be free and open to the public. Program participants may be ~~made~~ charged for materials used.
2. Conference rooms are not available to promote partisan political or religious causes. Political forums or study groups are permitted so long as they are free and open to the public.
3. Groups may not solicit contributions without the approval of the Library Board of Trustees.
4. The size of the group cannot exceed the capacity of the specific conference room.  
Large Conference Room seats 15  
Small Conference Room seats 10
5. The group is responsible for the security, safety, and behavior of its meeting attendees. Group members must supervise children and monitor the pick-up of children. (Please see Unattended Child policy).
6. Use of the meeting space cannot interfere with the normal operation of the Library. The conference rooms are available only during regular Library hours and must be vacated 15 minutes before closing.
7. Meeting organizers shall inform attendees to park in the Library parking lot.
8. Permission for the use of the room is not transferable.
9. No smoking, vaping, or e-cigarette use is allowed on Library property.
10. Groups may not dispense or consume alcoholic beverages on Library property, except by special permit obtained in accordance with all applicable laws and regulations.

11. No open flame is permitted at any time.
12. No pets, other than service or therapy animals, are allowed, unless as a part of a Library-sponsored program.
13. Any questions of interpretation of this policy will be referred to the Library Board of Trustees, and no meetings will be booked until that Board renders a decision.
14. Any infraction of this policy may result in loss of facilities use privileges.
15. A group using a conference room shall be solely responsible for, and shall indemnify the Library against any and all damages to any Library property (inside and/or outside) caused by such group's use of the Library's facilities.

**B. Reservations of conference rooms:**

Conference rooms may be reserved up to 3 months in advance of the meeting to allow flexibility in the arrangement of Library programs. This limit applies to both single and recurring bookings.

**C. Refreshments/Equipment:**

1. Light refreshments may be served in the conference rooms.
2. No custodial services are provided in connection with the use of the conference rooms. All food, trash, and meeting related items must be removed by the group at the end of the meeting, and the room shall be left in a clean and orderly condition.
3. Nothing may be hung on the walls or windows of the conference rooms.
4. No storage facilities are provided.

**D. Cancellation:**

1. Cancellation of a room reservation is required 24 hours in advance. Failure to do so may result in denial of future requests.
2. Meeting rooms are not available when the Library is closed due to emergency conditions or inclement weather.
3. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library's control.

**F. Publicity:**

1. All announcements, press releases, flyers, and other promotional work must state that the West Tisbury Free Public Library is not sponsoring the meeting.
2. Groups may identify the Library and provide its address in their publicity for the meeting, but may not use the Library's telephone number or invite potential attendees to contact the Library.

**G. Disclaimer:**

1. Neither the Trustees nor staff of the Library or the Town of West Tisbury shall be held responsible for injury to persons or property that may occur while a meeting room is being used.
2. The Library cannot be held responsible for materials, supplies, or equipment owned by the group and used by them in the Library.

*Adopted by vote of the Library Board of Trustees, March 27, 2018*