

## Five Rivers Public Library

301 Walnut St. Parsons WV 26287

Phone/Fax (304)478-3880

<http://fiverivers.lib.wv.us>

### Public Meeting Room Policy

*To ensure fair and orderly use of the meeting room, the following rules have been adopted by the Five Rivers Public Library Board of Trustees.*

Any group may use the library as a meeting room, under the general guidelines of the Library Bill of Rights, without regard for race, creed, color, disability, sex, and political or religious affiliation.

- The library board of Trustees, library staff, and the Friends of the Five Rivers Public Library will have first priority in use of the meeting room.
- Only the library or library group may sponsor fund-raising events, e.g. yard sales, craft sales, etc.
- Reservations; Groups or persons must complete a meeting room application form for use of the meeting room prior to the room being reserved. Reservations should be made one (1) week in advance, but not more than six (6) weeks. Check with staff for application. (Special requests will be considered)
- Rental Cost; Non-profit civic groups, no charge. Private functions, \$35.00 payable upon approval of application.
- Cancellation should be made minimum of 24 hours in advance, via email with return receipt, phone or in person. Cancellations made less than 24 hours will forfeit the rental cost of \$35.00.
- Private functions may not be scheduled more than six (6) weeks in advance of the date of the event. Private parties, e.g., Birthday parties, showers, etc.
- A small kitchenette is available. Groups shall provide all of their own plates, cups, and utensils. Covered dishes, potluck, and refreshments are allowed. Preparation of full meals is not allowed.
- Recurring Meetings; Need to reapply one time annually.
- The person making application for the use of the meeting room will walk through the area with a staff member, noting the condition of the building, etc, before accepting responsibility of the building. The key will be given only to the person that is accepting responsibility of the building. This person will be responsible for insuring that the lights are turned off, heating/air-conditioning turned down or off, windows closed, and all doors securely locked.
- The users shall be responsible for any use of audio-visual, electrical, or kitchen equipment used during a meeting. Cost of any damages is responsibility of the users. The users shall request the use of this equipment when they request the meeting room.

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- Since the Library is a public institution, meetings should be generally open to the public, except for reasons presented beforehand and noted on the application form, and providing those reasons are made public and are agreeable to library policy.
- The meeting room and equipment must be left clean and the room in the arrangement and condition it was found; failure to do so shall be grounds for future denial of meeting room privileges.
- Programs for minors must have responsible adult sponsors. Publicity for any and all meetings is the responsibility of the group. Library Director must approve any publicity material used within the library beforehand. No publicity materials, posters, etc., shall adhere to walls, doors, etc., within the library.
- Users wishing to display or use items of historical antique, artistic, or other items of unusual value shall hold the library blameless for any loss or damage.
- This is a Smoke and Tobacco free building. No alcoholic beverages will be permitted on library premises.
- The library is not liable for injuries to people or damages to or loss of property of groups and/or organizations using the meeting room.
- The Library does not endorse or advocate the viewpoints of any group or individual using the meeting room.
- The library director is authorized to deny permission to use the meeting room to any group which is disorderly, objectionable in any way or violates these regulations.
- Meeting Room is limited to 49 persons due to fire marshal's regulation.