

# XV.

# FACILITIES POLICY

DATE APPROVED – 11/9/23

REVIEWED –

REVISED – 6/10/24, 7/8/24

## **I. Program & Study Room:**

A. The purpose of the Riverboat Program Room and Scofield Study Room is to provide space for library and community programs and events; to fulfill the library's role as a community center where the public can attend informational, educational and cultural events; and to champion the principle of intellectual freedom by providing a forum for the free exchange of ideas.

B. The Riverboat Program Room seats 56 (non-table). The Scofield Study Room seats 6. When the rooms are not in use for library or library co-sponsored activities the rooms are available to the City of Wellman; non-profit organizations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) of the Internal Revenue Code); non-profit citizen's groups (contact information required); for-profit groups, businesses or fee-based programs (up to the discretion of the director); and educational groups or programs.

C. Use of the program or study room in no way implies library endorsement of ideas expressed in the programs or of the aims and goals of the organizations using the facilities. In case a question is raised as to the objectives and activities of any organization, group, or individual requesting use of the room, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms. Organizations may not advertise the use of the library facility in any way that implies sponsorship by the library other than to indicate the name and address of the facility.

D. Patrons wishing to use the program room or study room must contact the library to schedule a meeting or program no more than six (6) months in advance. An application (available at the circulation desk) including the name and address of a contact person will be required. It is the responsibility of each organization to notify the library if the contact person changes. Responsible group supervision is to be provided during room use. The study room may be reserved by individuals. Anyone under the age of 18 must have an adult co-sign the application; adult supervision must be provided during program room use.

E. All organizations and/or individuals must take reasonable precautions to avoid damage of equipment, furnishings, floor cover and other library property. The library reserves the right to require a damage deposit from users. Any broken or damaged materials and/or furnishings must be replaced by the organization or individual contracted to use the room or a replacement fee will be assessed to those using the room.

- F. Long term storage of equipment or materials is not allowed. No materials of any type may be attached to walls or doors without permission from the director.
- G. Any group using the program room is responsible for setup and teardown for their event. Setup and teardown must occur during regular library hours, so please plan accordingly. Library staff will assist with technology as needed, but is not responsible for placing tables and chairs for event. Groups using the program or study room will clean the room prior to leaving. For the program room this includes but is not limited to: wiping down tables, putting tables and chairs away, sweeping, and taking out trash. If kitchenette area is used, ensure the kitchenette is clean when the program is done. This includes but is not limited to, disposing of any unused coffee, cleaning coffee maker, wiping counters, and making sure all trash has been properly disposed.
- H. Programs held in the rooms must not disrupt the general service of the library. Noise and conduct are expected to be kept to a level that will not disrupt general patrons in the library. The library reserves the right to cancel the use of rooms at any time.
- I. Rooms are available Monday through Saturday during scheduled open hours, when not in library use. Contact the library to reserve a room. There is no fee for the use of the study room.
- J. The library reserves the right to revoke permission to use the program or study room if the scheduled room is needed for library purposes. Every attempt will be made to find an acceptable alternate time.
- K. The library is a smoke free facility.
- L. Alcoholic beverages are sometimes allowed in conjunction with programs or special events held at the Library. This is only permitted under the following circumstances:
- a. Alcoholic beverages are strictly prohibited in the Library building except in accordance with the provisions of this policy.
  - b. Wine and beer may be brought in for events organized by the Library in compliance with state and local laws regarding the serving, possession and consumption of alcohol. Liquor is not permitted at any time.
  - c. Alcohol is not permitted for private events held at the library.

- d. Occasions at which alcohol is allowed shall have prior written approval by the Wellman Public Library Board of Trustees.
- e. Occasions at which alcohol is allowed shall be attended by at least one adult Library employee.
- f. Alcoholic beverages may be brought in by patrons attending approved Library programs.
- g. Those bringing alcoholic beverages take full responsibility for their consumption and behavior. Those causing disruptive behavior will be dealt with according to our Library Conduct policy.
- h. Alcoholic beverages will not be purchased with operating funds. Presenters at tastings and other programs that include beer or wine may only be compensated for their time.

## **II. Bulletin Board Policy**

- A. See Community Relations Policy