

## **Winslow Public Library Meeting Room Policy**

Individuals or groups wishing to hold a meeting in the library's meeting rooms are required to make reservations in advance and complete and sign a room reservation form which is available at the desk and on the library web site. The form must be filled out and signed by an adult at least 18 years of age, who will be responsible for adherence to the policy.

The meeting rooms are available for use by community and nonprofit organizations for educational, cultural, intellectual, governmental, or charitable meetings, forums, presentations, and similar activities.

Rooms may not be used for:

- Any purpose that interferes with the regular operation of the library
- Programs involving sales, advertising, solicitation or promotion of commercial products or services
- Personal, company or family parties or similar activities.
- Any illegal activities.

The only fund raising events permitted in the meeting rooms are those which are sponsored by the library or other organizations affiliated with the library.

Participants must be admitted to all meetings free of charge.

Attendance at a meeting may be no more than 50. The Josiah Hayden Room accommodates approximately 12.

Library use of the meeting rooms will be given first priority. The library reserves the right to cancel a reservation by the general public with at least a one week notice whenever the room is needed for library purposes.

The meeting rooms are available for use from opening time until 15 minutes before closing time.

The library staff is not responsible for the supervision of children while adults are attending meetings. A copy of the Library's policy on unattended children is available upon request.

Use of tobacco products and alcoholic beverages are not permitted on the library's premises.

Nothing may be attached to walls, ceilings, doors, or furniture of either of the rooms.

Neither the name nor the address of the library may be used as the address for groups or organizations using the meeting room.

Failure to abide by these regulations will result in the denial of future use privileges.

The library director shall review and approve or deny all applications to use the Library's meeting rooms. The library may refuse the use of the meeting room whenever in the library director's best judgment such use does not conform to the terms or intent of this policy and/or any other library policies and procedures.

As a courtesy, the library staff will try to set up the meeting room in a manner convenient to those using it. If library staff cannot do so, however, the group using the room shall be responsible for any take down and/or set up it requires. The group using the room shall leave the room in a neat and orderly condition, the same condition in which it was found.

## **Cancellations**

If an event is cancelled the meeting room user shall contact the library staff as soon as possible. If weather is inclement, the library may close early. Staff will try to reach the contact person to inform them as soon as possible.

## **Contact Information**

Library: (207) 872-1978

Fax: (207) 872-1979

E-mail: [pbonney@winslow-me.gov](mailto:pbonney@winslow-me.gov)

## **Library Hours**

Monday, Tuesday & Friday: 9:00 a.m. to 7:00 p.m.

Wednesday & Thursday: 1:00 p.m. to 7:00 p.m.

Saturday: 9:00 a.m. to 1:00 p.m.

Summer Hours from July until Labor Day: Closed Saturdays.

Revised August 2007

Revised November 2013