

Meeting Room Policy

Meeting room space in the Woodward Memorial Library is available to organizations at no charge, during regular library hours and on a first come-first serve basis. Library programming will take priority over outside groups. The Director has the right to cancel a reservation if the room is needed for library use.

The Program Room in the Children's Room and the Local History room on the mezzanine may be reserved and used for meetings. The Woodward Room on the main floor may not be reserved, but is available for tutors and other small group meetings. This room remains open to the public to browse the collection.

Organizations wishing to use a meeting space are required to call the library (768-8300) to reserve the space. The name of the organization, times of the meeting, contact person's name and phone number are required for the schedule. The library appreciates at least 24 hours advance notice for meeting room requests.

Meeting space may only be used by non-profit organizations. Meetings must be free and open to the public. Use of the meeting rooms does not constitute an endorsement of the views of the user of the room by the Library.

Rules governing use of the meeting room:

- Meetings must be conducted in such a manner as not to disrupt regular library services.
- Activities for minors, age 18 and under, must be supervised by a responsible adult.
- Refreshments must be discussed in advance with library staff.
- Smoking and alcoholic beverages are prohibited.
- The meeting area used must be left in a neat and orderly condition.
- Meeting must adjourn fifteen minutes before the library closes.

Failure to abide by these conditions may result in denial of further use of library meeting space.

Adopted November 10, 1993 by the Library Board of Trustees.

Revised July 12, 2017 by the Library Board of Trustees.

Reviewed 10/22