

Winslow Public Library - Meeting Room Policy

10-25-2022

Individuals or groups wishing to hold a meeting in the library's Betty Perry Meeting Room and Council Chamber 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 a patron at least 18 years of age, who will be responsible for adherence to the policy and will be at the meeting.

The library meeting room can only be reserved by the public during the library's hours of operation.

Reservations cannot be made more than a month in advance.

The meeting room is available for use by community and nonprofit organizations for educational, cultural, intellectual, governmental, or charitable meetings, forums, presentations, and similar activities. The meeting room is not available for commercial use.

Attendance at a meeting may be no more than 49.

The room may not be used for:

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

The only fund-raising events permitted in the meeting room 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.

The library and Town of Winslow use of the meeting room will be given first priority. The library reserves the right to cancel a reservation by the general public with as much prior notice as possible. In emergency circumstances, the library reserves the right to cancel a reservation on short notice.

The meeting room can be reserved for use from 30 minutes after opening time until 30 minutes before closing time. Library staff will not do set-up of the room or provide technical support for meetings.

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 the walls, ceilings, doors, or furniture in the room.

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 room. The library may refuse the use of the meeting room whenever it is in the library director's best judgment that such use does not conform to the terms or intent of this policy and/or any other library policies and procedures.

Users cannot rearrange the space or interfere with the audio-visual equipment installed in the space. The group using the room shall leave the room in a neat and orderly condition, and in 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 the weather is inclement, the library may close early. Staff will try to reach the contact person to inform them as soon as possible, but patrons should check the library's website during inclement weather to confirm that the library is open.

Contact Information

Library Phone: (207) 872-1978

Fax: (207) 872-1979

E-mail: winslowlibrarycirculation@winslow-me.gov

Library Hours

Please Consult the library webpage for our current hours of operation.

WINSLOW PUBLIC LIBRARY MEETING ROOM APPLICATION FOR USE

Name of Organization: _____

Purpose of meeting: _____

Contact Person: _____

Address _____

Telephone: Day _____ Evening _____

E-mail _____

Date needed: _____

Time from _____ to _____

Number of people expected: _____

I have read the meeting room policy and assume responsibility for compliance with the rules. (You must confirm availability of the room by phone or email before submitting form.)

Signature _____ Date _____

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~~~~~ *Staff Use Only* ~~~~~

Application approved \_\_\_\_\_

Date \_\_\_\_\_