

WFL Meeting Room Use Policy

Purpose: The Wareham Free Library has meeting room space available for the purpose of promoting the library's mission to be an integral part of the community by providing a wide variety of popular, educational and informational materials, resources, services and programs.

Priorities: Governmental or non-profit groups, and for-profit groups or businesses are invited to use the library's meeting rooms. The library reserves the right to schedule and make room assignments according to the library's needs. In general, the library allows groups to reserve meeting rooms on a first come first serve basis or, in the case of a conflict, according to the following order of priority:

- **Library Programs and Meetings** – which involve efforts of library staff, Library Board of Trustees, Friends of the Wareham Free Library or the Wareham Free Library Foundation.
- **Local Government Meetings and Programs** – official meetings or programs of Wareham, Plymouth County or Commonwealth of Massachusetts agencies or departments.
- **For-Profit Organizations, Businesses or Individuals** – Open to the public – requiring no fee to attend. For activities that result in direct profit, a memo of understanding must be completed with the library director.

Reservations: Users of any meeting room shall complete, submit and update annually a meeting room application form. The form shall incorporate, by reference, this policy and the procedures governing meeting room use and agree to abide by the terms and conditions set forth. Permission for use of the meeting room may be granted to adults only.

Disclaimer: The fact that someone is permitted to meet at the library does not, in any way, constitute an endorsement of their policies, beliefs or goods or services offered.

The Library Director has final authority concerning the use of the facilities for meetings and programs and reserves the right to refuse use of the facilities for meetings and programs that might disrupt library service. Permission to use the library meeting rooms may be withheld from individuals or groups who fail to comply with the meeting room policies and procedures.

Meeting Room Use Procedures

Three meeting rooms are available for use at the Wareham Free Library

1. Community Room - Capacity 75
2. Activity Room - Capacity 30
3. Conference Room - Capacity 15

The Spinney Memorial Library has one meeting room available for use

Spinney Library Conference Room - Capacity 20

Meeting rooms may be used only during regular library hours. Exceptions may be made by the Library Director.

The library does not provide any equipment.

Set-up and special arrangements are the responsibility of the user. No special room set-ups will be provided by the library.

Meeting rooms should be left as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting or program.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Failure to notify the library staff of cancellations may result in the forfeiture of future bookings.