

WaKeeney Public Library - Community Arts Room Policy

As a basis for use of the Community Arts Room, WaKeeney Public Library agrees with the American Library Association's Bill of Rights philosophy that facilities should be available to the public served by the Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use, and that "a person's right to use a library should not be denied or abridged because of origin, age, background or views."

The Community Arts Room is available to patrons, community members, and groups for cultural, educational, and social purposes; however, the library does not sponsor or endorse the views of any group using the space.

Groups cannot use the library's name, address, or telephone number as their official address or contact information.

Use of a Library meeting room by a group or individual signifies acceptance of the terms of this Meeting Room Policy.

No group will be permitted use of a Community Room if that use poses a potential disturbance to the normal operation of the library (e.g. excessive noise, a safety hazard, or a significant security risk. Use may be denied to groups that violate the Community Arts Room Policy and/or the Library Behavior Policy.

The Library reserves the right to cancel any other scheduled event in the Community Arts Room to schedule a Library function, or due to incidents such as a natural disaster, a capital project, a maintenance problem, or any other reason deemed valid by the Library. Rescheduling is subject to availability.

THE COMMUNITY ARTS ROOM MAY NOT BE RESERVED FOR:

Commercial Endeavors - No group or individual may advertise, solicit business (including any kind of social gathering to indirectly promote a business), sell products or services (with the exception of Art Shows and Book-signings), cultivate client names, conduct fundraising activities or classes for profit.

Fundraising - A group or individual using the room may not charge admission, collect fees or contributions, solicit donations or take up collections of any kind. (Club dues and other shared costs within an organization are not considered fees.) Only the Library or the Trego County Public Library Foundation may sponsor fundraising activities in library meeting rooms the proceeds of which shall directly benefit the WaKeeney Public Library. Non-library groups are not permitted to engage in fund-raising activities, solicit donations or charge fees or admission to programs held in the Community Arts Room.

Political Campaigning - The room may not be used for a political rally or campaign for or against any candidate or specific ballot issue. However, it may be used for a forum or study group on a political issue.

Healthcare - Individuals or Groups may not provide a direct healthcare service, including an examination, a hands-on demonstration, or a treatment. However, a meeting room may be used for a forum on or the sharing of information about healthcare services.

RESERVATION LIMITS

The following time restrictions apply to the use of a Library meeting room by members of the public. It does not apply to the Library use or use by another department of the City of WaKeeney or Trego County.

- To provide an opportunity for all groups to use the meeting space on an equitable basis, groups may use the room for no more than one event per week.
- Maximum Occupancy of the Room is 46 persons.
- Groups may schedule the community room no more than four months in advance.
- The room must be vacated no later than 1 a.m. on the morning following the event.
- You must be 18 or older to reserve the room, and an adult, 18 or older, must be present during the event.
- Once reserved, a group is not permitted to allow a third party to use the room in its place.

INCLEMENT WEATHER GUIDELINES

If inclement weather forces the closure of the Library, any events planned in the Community Arts Room will be cancelled for that day. Groups may call the library at 785-743-2960 to confirm Library closure.

LIBRARY ENDORSEMENT / SPONSORSHIP

The use of a meeting room does not constitute the WaKeeney Public Library's or the City of WaKeeney's endorsement of a viewpoint expressed by a group or by a participant in a meeting or activity. A group using a room may not publish an advertisement or announcement of an event that states or implies the endorsement or sponsorship of the Library or the City of WaKeeney without prior approval.

LIABILITY

Wakeeney Public Library, the City of WaKeeney, the Library Board of Trustees, the Library Director, and their agents and employees shall assume no responsibility whatsoever for personal injury to any member, affiliated person, guest, or attendee who uses, or participates in any program that uses the Community Arts Room. In addition, the Library is not responsible for lost or stolen articles.

MAKING YOUR RESERVATION

A \$25.00 deposit must be paid (in cash or check) and paperwork must be completed in order for your reservation to be confirmed. Deposit will be returned if the room is found in good condition after your event and you have returned the key. Pick up check within 2 weeks after your event, or it will be deposited as a donation to the Library. You may also notify us at any time of your intention to leave the deposit fee as a donation.

- Obtaining the key and being given instructions on securing the building must occur during normal library business hours no more than a day prior to your event. Failure to obtain the key during Library business hours will result in forfeiture of the room reservation. Library staff is not on-call to open facility doors.
- Facilities shall be left in a clean and orderly condition. In the event of damages, groups will be charged no less than the actual costs of repair to the Library's building, property, or technology equipment.
- All cleanup is the responsibility of the group. A vacuum cleaner is available in the closet near the entrance door. A fee for cleanup will be assessed if not done properly. Misuse of a room and/or violation of the Community Arts Room Policy will result in the individual or group losing reservation privileges in the future.
- Proposed meeting time must include any set up and clean-up time. Extra set up time may be available for the day previous to the event if there are no other scheduled bookings between the setup time and the event, but it must be booked with Library Staff during Library business hours. Possession of a key on the day prior to the event does not authorize access to the room prior to the actual booking time and date.

RULES AND REGULATIONS:

The person completing the application is responsible for ensuring that the organization abides by the Community Arts Room Policy. The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the meeting room.

- **The use of open flames or candles is prohibited in the room.**
 - **NO Alcoholic beverages of any kind are to be brought into this building.**
 - **All uses of tobacco and vaping are prohibited.**
 - **The Community Arts Room may not be used for any illegal or potentially hazardous activity.**
1. If your event takes place during library hours, please leave parking spaces in front of the library for library patrons.
 2. Groups may not tack anything to doors or walls not covered with the brown carpeting, or use any type of adhesive that will mar the wall surface.
 3. A sign to indicate the location of a meeting may be posted at the front door of the library and the door of the meeting room the day of the meeting. Notice of the meeting may also be posted on the community bulletin board.
 4. Groups using the room will be afforded as much privacy as possible; however, Library staff reserves the right to enter the meeting rooms whenever necessary.
 5. WaKeeney Public Library complies with the Americans with Disabilities Act (ADA) and organizations using the library meeting room must provide accommodations for persons with disabilities.
 - Open aisles must be maintained within the seating arrangement to provide clear access to exits.
 - With the exception of service dogs as defined under the Americans with Disabilities Act, animals may not be brought onto library premises.
 6. User groups must secure necessary licenses for showing of videos, films, or other media. The Library assumes no responsibility for violation of U.S. copyright law.
 7. All persons attending meetings at the Wakeeney Public Library are subject to the Behavior Policy and the Child Policy. If any programs include children, an adult, 21 or over, must be present at all times. Parents who bring children under age 8 with them when attending meetings/events in our meeting spaces must stay with their children at all times, in or out of the rooms.

- Room size: 27 x 26 ft. - handicapped-accessible.
- Nex-Tech Wireless Hotspot – (No password necessary - Select “Nex-Tech” in Settings—not “Library”)
- Wired access to digital projector
- Men's and Women's Restrooms
- Kitchenette with sink and fridge (no oven).
- Holds up to 46 people -- (Occupancy is limited to 46 people as determined by the State Fire Marshal. The responsible user is subject to a citation for Fire Code violations if capacity is exceeded.

CHECK LIST - BEFORE LEAVING

Facilities shall be left in a clean and orderly condition. In the event of damage to the Library's building, property, or technology equipment, groups will be charged no less than the actual cost of repair. A fee for cleanup will be assessed if room has not been cleaned.

1. **Please Bag All trash in main room and kitchenette and take it with you.**
2. Restrooms must be clean.
3. Tables (folded) and chairs must be returned to their stored areas against the walls. Please do not stack more than six chairs on each roller cart. (Two of the carts may hold seven if there are an extra two chairs.)
4. Wipe Kitchenette counter and sink with soft cloth or paper towels. (Paper products are to be furnished by the user, although you may find products left by other groups.)
5. If you use dish towels belonging to the library, please take them with you to be washed and returned.
6. Please be sure the floor is vacuumed before you leave. The vacuum cleaner is stored in the closet next to the room's main door.
7. Check that all lights are turned off.
8. Check that thermostat is returned to 68 Degrees in Winter and 78 degrees in summer.
9. **Make sure all exterior doors are closed and locked.** The key may be returned in the Book Return Drop Box or in person during Library business hours. A deposit will not be returned until the Library receives the key.

!!! IMPORTANT !!!

ABOUT LOCKING THE LIBRARY'S FRONT GLASS DOOR WHEN YOU LEAVE:

**P L E A S E L O C K T H E D O O R O N L Y F R O M T H E L O N G B A R H A N D L E
O N T H E D O O R ' S I N T E R I O R M I D - S E C T I O N
U S I N G T H E " S T I C K " B A R K E Y .**

**TRYING TO LOCK THE DOOR FROM THE OUTSIDE MAY CAUSE THE LOCK TO BREAK
AND LEAVE YOUR GROUP RESPONSIBLE FOR REPAIR COSTS.**