

# Wayne County Public Library

## Large Meeting Room Policy

The following policy shall provide guidelines for public use of the Gertrude Weil Auditorium at the Goldsboro Library as well as the J.D. Evans Community Room at Steele Memorial Library. The Library will make the use of these rooms available for non-profit, civic, cultural, charitable, and social organizations in Wayne County. The large meeting rooms are available on an equitable basis to these groups regardless of their beliefs or affiliations. Permission from the Library for an organization to use the facility does not constitute the Library's endorsement of the organization or its beliefs. Public use of the large meeting rooms are subject to the following regulations:

1. The room may be used at any time during the regular hours of library operation. Library sponsored events shall have priority in scheduling.
2. The rooms will fit 100 people comfortably. There are 100 chairs available.
3. All programs and meetings must be open to the public. No admission charge may be levied. Non-profit groups may charge a materials fee to participants. This fee may not exceed the actual cost of the materials and may not serve as a basis for excluding auditors from any meeting.
4. Use of the room for the promotion and sale of merchandise is prohibited with the exception of books by an author during a designated book signing event.
5. Scheduling the use of the rooms will be on a first-come, first-served basis. Reservations will not be taken earlier than four months in advance of the proposed date of use. No group may reserve the room more than twelve times in a calendar year. The Library may preempt the reservation of another organization with sufficient notice.
6. Programs may not disrupt the use of the library by others. Persons attending programs or meetings are subject to all library policies. The Library reserves the right to deny use of the room for programs and meetings which would be disruptive to the normal operation of the Library.
7. Library meeting rooms shall be left in clean and orderly condition. Groups or organizations using library facilities accept liability for any damage to the facility. At the conclusion of any meeting or event, users must return the room to its original condition.
8. The Library does not provide staff for the setup, arrangement, or supervision of use of the meeting room.
9. Any group or organization using the room shall be responsible for the handling and security of their equipment and do so at their own risk. The Library shall not be responsible for theft or damage to property brought into the building or for materials and equipment left in the building.

10. Request for the use of the room shall be made to library staff. A written application will be required. If use of the room is denied, the applicant may appeal to the Library Director in writing within five days of the denial. The decision of the Library Director is final.
11. In the event the policy is not clear about a particular issue, library staff will make a decision about the use of the large meeting rooms, basing their decision on the best use of the library resources and the best service to all involved.