

Because it is a public institution dedicated to the free expression of and free access to ideas presenting all points of view concerning the issues of our times, the meeting rooms/space in the Warren Public Library are available for non-profit, civic, social, cultural, educational, and governmental organizations.

Room/space availability is contingent on there being no conflict with Library programs or meetings, which have first priority at all times. The Library reserves the right to determine use of the rooms/space and to cancel or reschedule all arrangements at its discretion, with or without cause or reason, and without liability.

Requests for meeting rooms/space will be scheduled according to the following order of priority: 1) Library or Library-sponsored programs and meetings; 2) official meetings or programs of local, state or federal agencies or departments; 3) meetings or programs of non-profit educational, cultural, civic or social organizations; 4) classes, workshops or meetings of for profit or commercial organizations or businesses, excluding activities that require a fee to attend.

All meetings/events shall be open to the general public, regardless of age, sex, national origin, religion, race, or physical disability. Permission to use the room/space does not imply endorsement of the organization using the room/space. A schedule of meeting room/space bookings will be posted weekly in the Library's lobby area.

Persons attending meetings are subject to all Library rules and regulations. These rules do not allow uses which include physical activity on the part of attendees, or uses which involve communication among attendees at a level above that for normal conversation.

Attendance may not exceed a room's/space's stated legal capacity.

Warren Library Association, by its Executive Director or designated representative, and the user booking the meeting room/space shall execute an Agreement as evidence of their mutual understanding.

Failure to abide by Library rules and this Policy, or to cooperate with Library staff, will result in cancellation or refusal of future room/space use privilege.

GENERAL STIPULATIONS:

Parking is not available on Library property, but is located in the mid-town parking lot behind the Library.

Furnishings and equipment which the Library can provide for use in its meeting rooms/space as available quantities allow are: chairs, tables, sound podium, easel, screen, media center, and white board with markers.

Directional and other signs may be used inside the building if prior approval is granted by the Executive Director or designated representative, and the prior approval is so noted by the

Executive Director or designated representative on the Agreement form at the time it is issued to the user.

Use of Library meeting room/space for previewing with Library equipment is permitted, subject to space and equipment availability.

Users must transport their own supplies and equipment. Library facilities must be left in an orderly condition. Users shall pay the cost of repair of any damage to facilities.

Users of Library meeting rooms/space will be responsible for discipline of their attendees on Library property.

PROHIBITIONS:

General:

The Library's meeting rooms/space is not intended to be, nor may it be advertised or publicized as, the regular meeting facility for any user other than the Library or a Library group.

Meeting room/space users must not disrupt the use of the Library by others.

Meeting rooms/space may not be held for users for any portion of a day other than that during which they are actively using the room/space for the agreed purpose, beyond reasonable time to set up or remove materials or equipment.

Provision and serving of alcoholic beverages are prohibited unless prior approval is granted by the Library and the approval is noted in writing by the Executive Director or designated representative on the Agreement form at the time it is issued to the user.

The Library's name, street, e-mail addresses, phone and/or fax numbers must not be used as though they were the official name, addresses, or numbers for any non-Library user of the meeting rooms/space.

Use of hazardous materials is prohibited.

FEES:

Only the Library or a Library group may sponsor a fundraising program in the Library.

No admission fees may be charged by users other than the Library or a Library group.

Voluntary donations toward refreshments or for use of the meeting room/space may be collected at meetings. Groups that normally collect dues from members may do so, but dues payment cannot be a requirement for attending the meeting, nor are non-members to be solicited for money at the meeting.

Non-profit organizations may use the Library meeting rooms/space free of charge, although the Library encourages and appreciates any donations made toward this use. For-profit, commercial entities will be assessed a fee according to the following schedule:

Beckley Room:	\$ 60 for any length of time over four (4) hours \$ 45 for any length of time four (4) hours and under
Jefferson Room:	\$ 60 for any length of time over four (4) hours \$ 45 for any length of time four (4) hours and under
Slater Room:	\$ 100 for any length of time over four (4) hours \$ 75 for any length of time four (4) hours and under

For-profit groups, organizations or individuals soliciting or selling products, services, or memberships using Library meeting rooms/space for private financial gain will pay the above rental fee and an additional twenty percent (20%) of all sales received from the event held at the Library. A sale will be considered to have “resulted from the event” if the item(s) is sold at the event held at the Library or within thirty (30) days to a buyer who first saw the item(s) at the event held at the Library.

An invoice will be issued by the Library at the time of the booking and is payable when the Meeting Room Agreement is returned no less than one week prior to reservation date. Room/space reservations will not be honored if the invoice has not been paid in full. Library use fee will not be refunded for cancellations made fewer than 48 hours prior to reservation date.

RESTROOM KEY ACCESS:

A \$10 key deposit is required for individuals or groups requesting access to the restroom adjoining the meeting room. The deposit is payable at the main desk, where the key can also be requested.

Once the key is returned to the main desk following the meeting, the deposit will be fully refunded.

DISCLAIMERS:

Permission to use a meeting room/space does not constitute an endorsement by the Library of a program or point of view. Any advertisement, press release, media announcement, posters, or handouts about events in the Library’s meeting rooms/space must state that the event is not a program of, nor sponsored by the Warren Public Library. The Library may ask to see such notices prior to the public release.

The Library will not be responsible for storage or security of property left in the building by the user. Any user-owned materials and/or equipment shall be removed from the Library by the user immediately following the event.

The Library does not assume liability for injury or damage to personal property of meeting room/space users or their attendees which may occur as a result of actions of meeting room/space users or their attendees. The Library is not responsible for loss of property of meeting room/space users or their attendees.

MEETING ROOM INFORMATION:

The Library does not provide kitchen equipment or utensils. Meeting room users may bring in previously prepared food or have an event catered but food shall not be consumed outside of the event area.

If food is served at the meeting, all tables must be covered before doing so and the table coverings must be disposed of upon exiting the room.

Beckley Room:

- Maximum legal occupancy is 12 persons.
- The Beckley Room may be used during regular Library hours.
- Persons other than adults may use the Beckley Room but adult supervision must be present in the room at all times.

Jefferson Room:

- Maximum legal occupancy is 22 persons.
- The Jefferson Room may be used during regular Library hours.
- Persons other than adults may use the Jefferson Room but adult supervision must be present in the room at all times.

Slater Room:

- Maximum legal occupancy is 122 persons.
- The Slater Room is available during regular Library hours.
- Persons other than adults may use the Slater Room but adult supervision must be present in the room at all times.
- Coffee and tea may be brewed in the kitchenette, but the kitchenette cannot be used for the preparation of meals.

Adopted by
Warren Library Association
November 18, 1985
Revised December 17, 1990
Revised July 15, 1996
Revised March 17, 2003
Revised October 23, 2017
Revised May 20, 2019
Revised September 16, 2024
Revised August 18, 2025

**AGREEMENT FOR THE USE OF A
WARREN PUBLIC LIBRARY
MEETING ROOMS/SPACE**

The undersigned, in executing this Agreement, commits the user named below to abide by the Warren Library Association's Meeting Rooms/Space Policy.

This agreement must be returned to the Library no later than seven days prior to the scheduled meeting, along with payment in full for any fees invoiced.

I have read the entire Meeting Rooms/Space Policy and I will ensure that the person(s) in charge during use of the room/space maintains compliance by all in attendance. I certify that I am eighteen (18) years of age or older.

Type of Organization (Please check one):

_____ Non-Profit [(501(c)(3)] _____ For-Profit/Commercial
_____ Unincorporated Community Group _____ Governmental
_____ Educational _____ Individual
_____ Other (Specify: _____)

In Witness of Our Agreement

Responsible Person

for

Date

(Name of User of Organization)

For:

Reservation Date

Warren Library Association,
Designated Representative