

Who can reserve Library Meeting Rooms and what are the requirements/stipulations?

The Warren Library Association (WLA) welcomes the use of its meeting rooms for individuals, community groups, and organizations who agree to observe the Library rules and whose activities do not discriminate based on race, color, national origin, sex, religion, sexual orientation, age, or disability. Rooms are available to individuals and groups regardless of the beliefs or affiliations of their members. Permission to use the room does not imply endorsement of the organization using the room. Failure to abide by Library rules and this policy, or to cooperate with Library staff, will result in cancellation and/or refusal of future room use privilege. The Library reserves the right to revoke permission to use any room.

Limitations: Rooms are not available for fundraising efforts, partisan political purposes or platforms, or when, in the judgment of the WLA Executive Director or Board of Directors, the use poses a threat to the life, safety, or property of any individual. No admission may be charged, nor a donation sought. Parking is not available on Library property.

Reservations: To reserve a room, a Meeting Room Request form must be submitted and approved by the Facilities Manager at least one week prior to the meeting date. No request may be submitted more than six months prior to the meeting date. Reservations for a meeting room are on a first-come, first-served basis. Library-related events and usage needs take precedence for all room bookings. Library-sponsored and Library-related meetings have priority and the Library reserves the right to preempt any scheduled meeting. The Library will make every effort to give advance notices of such preemption.

Hours and Emergency Closings: Rooms are available for use during Library business hours and meetings must be concluded 30 minutes before closing time. In the event that the Library closes due to an emergency or inclement weather, use of any room is automatically canceled.

Food and Drink: Food and drink is allowed in the meeting rooms. If food is served at the event, (1) all tables must be covered, (2) table coverings must be disposed of upon exiting the room, and (3) food shall not be consumed outside of the event area. Alcoholic beverages are not permitted. Smoking is not permitted in any part of the Library.

Cancellations: The contact person is the only person authorized to make changes to room reservations, including cancellations. Cancellations may not be rescinded. Groups that fail to give cancellation notices may have their reservation rights suspended. The Library reserves the right to postpone or cancel any scheduled meetings. The Library will make every reasonable effort to contact the group and reschedule the reservation.

Publicity Notices: Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: "The Warren Public Library does not advocate or endorse the viewpoints of meetings or meeting room users." Publicity notices or fliers promoting a meeting must be shown to the Facilities Manager, Executive Director, or Assistant Director for approval

(with initials) prior to distribution. The Library's meeting rooms are not intended to be, nor may be advertised or publicized as the regular meeting facility for any user other than the Library or Library sponsored group.

The Library shall assume no liability for items left in the building either before, during, or after a meeting; or for any injury that may occur during the meeting. The organization or individual holding the meeting assumes responsibility for any damage done to the room, its contents, the building, and grounds, or any personal injuries sustained by attendees. The group or organization is required to sign a statement agreeing to these conditions. Use of a meeting room by any group or organization does not constitute an endorsement by the Library of the policies, beliefs, and/or purposes of any group.

501(c)(3) Non-profit organizations and Governmental Entities

Room	Maximum Legal Occupancy	Fees
Slater Room, Third Floor	122 persons	No Fee
Beckley Room, First Floor	12 persons	No Fee
Jefferson Room, Lower Level	22 persons	\$10 key deposit may be required for access to the adjacent restroom. The restroom deposit will be refunded after the key is returned to the Main Desk.

- 501(c)(3) Nonprofit Organizations are required to provide proof of non-profit/charitable status.
- Persons other than adults may use the meeting rooms, but adult supervision must be present in the rooms at all times.
- Attendance may not exceed a room's stated legal capacity.

Individuals/Small Groups

Room	Maximum Legal Occupancy	Fees
Beckley Room, First Floor	12 persons	\$45 for four (4) hours and under \$60 for more than four (4) hours
Jefferson Room, Lower Level	22 persons	\$45 for four (4) hours and under \$60 for more than four (4) hours \$10 key deposit may be required for access to the adjacent restroom. The restroom deposit will be refunded after the key is returned to the Main Desk.

- Persons other than adults may use the meeting rooms, but adult supervision must be present in the rooms at all times.
- Attendance may not exceed a room's stated legal capacity.
- Groups of four (4) or less are encouraged to reserve a Meeting Pod at the Main Desk.
- For-profit groups, organizations, or individuals soliciting or selling products, services, or memberships using Library meeting rooms 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.
- An invoice will be issued by the Library at the time of the booking and is payable when the Meeting Room Request form 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.

Businesses and Private Social Events

Room	Maximum Legal Occupancy	Fees
Slater Room, Third Floor	122 persons	\$75 for four (4) hours and under \$100 for more than four (4) hours
Beckley Room, First Floor	12 persons	\$45 for four (4) hours and under \$60 for more than four (4) hours
Jefferson Room, Lower Level	22 persons	\$45 for four (4) hours and under \$60 for more than four (4) hours \$10 key deposit may be required for access to the adjacent restroom. The restroom deposit will be refunded after the key is returned to the Main Desk.

- Persons other than adults may use the meeting rooms, but adult supervision must be present in the rooms at all times.
- Attendance may not exceed a room's stated legal capacity.
- For private events, the Responsible Party may be required to provide proof of insurance.
- For-profit groups, organizations, or individuals soliciting or selling products, services, or memberships using Library meeting rooms 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.
- An invoice will be issued by the Library at the time of the booking and is payable when the Meeting Room Request form 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.

What are the expectations of the Library and an individual or entity reserving the room (i.e. Responsible Party)?

The Library will provide:

- Access to the room at the times specified in the Reservation Form.
- Basic setup of the room as specified in the Reservation Form.
- Vacuuming and basic cleaning of surfaces after the end time specified in Reservation Form.

The Library will not provide:

- Kitchen equipment or utensils.

The Responsible Party will:

- Complete and submit a Reservation Form.
- If applicable, pay, as described above.
- Provide adult chaperone(s) for meetings of individuals under 18 years of age.
- At the conclusion of the event, return the room to the condition it was in upon arrival.

Adopted by

Warren Library Association

November 18, 1985

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Meeting Room Request Form*Please Print Legibly*

Please familiarize yourself with our Meeting Room Policy to make sure your meeting qualifies to be held at the Library.

Please note: Completion of this form is not a confirmation of your request. It will be reviewed and approved if your request meets the guidelines of the Meeting Room Policy and if your desired date is available.

Contact Information:

Name: _____

Organization (if applicable): _____

Address: _____

Email: _____ Phone: _____

Meeting Information:

Purpose of Use: _____

Room Requested: ☐ Slater Room ☐ Beckley Room ☐ Jefferson Room

Date Requested: _____

Time Requested: Start: _____ End: _____

Number of Attendees: _____

Number/Setup of Tables & Chairs: _____

Additional Comments/Requests: _____

501(c)(3) Non-profit Organizations must attach a copy of their W-9 Form.

I have read the Meeting Room Policy for the Warren Library Association and agree to abide by its rules. I understand that I am responsible for any equipment used, set up, and clean up. I understand financial responsibility is assumed for any damage incurred to the room and its equipment during my meeting. I understand that I will be responsible for our group and its guests while using the Library's facilities. I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the Warren Library Association Meeting Room Policy and hereby acknowledge receipt of a copy of the Meeting Room Policy.

Signature of Authorized Individual

Print Name of Authorized Individual

Date

STAFF USE ONLY

Staff Signature

Date