

Woodbury Public Library Meeting Room Policy

It is the policy of the Woodbury Public Library Board of Trustees to provide meeting space for the community as a free public service for non-commercial, non-profit purposes only, giving preference to library-sponsored programs and official City of Woodbury meetings and or functions. Use of the library meeting rooms by commercial or 'for profit' groups and/or individuals shall be denied. The two Quiet Study rooms may be used for educational tutoring.

Use of the meeting rooms, if granted, shall be at no charge; meetings must not be restricted to any particular group. Library meeting room use will not be denied to any person or organization because of race, creed, color, national origin, or sexual orientation.

While using the meeting rooms, no admission may be charged; no products or services may be advertised, solicited or sold.

Groups using the library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the library, unless written permission to do so has been previously given by the Library Director. The library phone number and/or email address may not be used in meeting announcements without permission.

If permission for the use of the meeting room is denied, the applicant may appeal to the Library Director; if the Director further denies permission and the applicant is dissatisfied with the reasons offered, an appeal may be made to the Woodbury Public Library Board of Trustees, which decision shall be final.

Regulations

1. The meeting rooms are available during library hours only, with exceptions at the Director's discretion only.
2. Each group using a meeting room shall be responsible for any damage or excess cleaning or repairs made necessary by the group. The full costs or repairs and/or excess cleaning will be charged to the group.
3. All meetings must end and the premises vacated by library closing time.
4. No refreshments are allowed in meeting room, with exceptions at the Director's discretion only.
5. Before leaving, each group is responsible for arranging the room in its original configuration.
6. Nothing may be attached to library walls or doors. No tape, glue, tacks, nails, etc may be used.
7. Groups using a meeting space shall provide the name, address and phone number for the group, as well as a contact individual, prior to use of the meeting room being granted.
8. Please bring your own supplies; the library is not able to provide supplies or equipment.

Adopted December 20th, 2006 by the Woodbury Public Library Board of Trustees; Revised 3/24/14.