

MEETING ROOM GUIDELINES

WEEKS MEMORIAL LIBRARY

1. A written request must be signed by an authorized representative of the group who shall attend the meeting and be responsible for the conduct of the meeting attendees and for any damages.
2. Attendance is limited to the capacity of Wingate Hall, designated by the Lancaster Fire Chief as 50 individuals.
3. All persons organizing, hosting, attending, and present at any meeting or event held in the library must at all times conduct themselves according to the expectations expressed in the Library Patron Behavior Policy.
4. Meetings must not be of a nature which would interrupt normal library functions. Under no circumstances shall the meeting of any group interfere with library business.
5. Each group shall be responsible for any and all damage caused directly or indirectly to the library, its collections, equipment, facilities, or services by or during its use of the meeting room. All groups shall be responsible for providing adult supervision of children both in the building and on the grounds.
6. Groups serving food and beverages will be responsible for set-up and clean-up. The library will not provide any supplies, and removal of all trash and garbage will be the responsibility of the organization. No alcoholic beverages or smoking will be permitted.
7. Groups using the meeting room may not use the library telephone number as the contact for further information on their program.
8. If the library is forced to close as the result of storms or other extraordinary circumstances, the applicant will be notified by the library, but it is each organization's responsibility to notify those who would be attending any meeting. The library is not responsible for any costs incurred by an organization as a result of such closing.
9. The library may require that security be provided at the cost of the user if it is considered necessary by the Library Director or the Library Trustees.
10. Any group requesting to use the meeting room will be given a copy of these guidelines in writing prior to their meeting or event.

NOTE: The library assumes no responsibility for the safety of any private property brought onto the premises.

DISCLAIMER: Although the Library will do everything within its power to accommodate your meeting, we cannot be held responsible for scheduling errors.

Approved 10/16/2023