

## **MEETING ROOM POLICY**

### **WILLIAM D. WEEKS MEMORIAL LIBRARY**

The William D. Weeks Memorial Library recognizes the rights of free speech and free assembly. The library endorses the American Library Association Bill of Rights which says that meeting rooms “should be available to the public served by the given library on an equitable basis, regardless of the beliefs or the affiliations of the individuals or groups requesting their use.” While the Weeks Memorial Library is primarily intended for library purposes, the room is also available to groups or organizations with civic, cultural, educational or other non-commercial purposes, provided that their meetings are open to the public.

The Weeks Memorial Library meeting room, also known as Wingate Hall, shall be open to the public for use as a meeting space, free of charge, under the following conditions:

1. The Library Director shall have the authority to approve the use of Wingate Hall. The Library Director shall not be required to but may ask the Board of Trustees to give advice and consent for any and all requested use of the meeting room.
2. Priority shall be given first to Weeks Memorial Library programs sponsored by the Library, its directors, and Trustees, as well as the Friends of the Weeks Memorial Library group for their activities such as meetings and book sales.
3. Priority shall be given second to residents of the Town of Lancaster and/or Library patrons who wish to hold a meeting or event that is related to the Library’s mission and services. Use shall be restricted to hours that the Library is open according to its published schedule and shall be considered on a case-by-case basis.
4. Priority shall be given third to community and non-profit organizations and groups that request space for meetings and/or programs that have a benefit to the community of Lancaster. Use shall be restricted to hours that the Library is open according to its published schedule and shall be considered on a case-by-case basis.
5. Priority shall be given lastly to groups that have a longstanding history/relationship with the Library and who agree to meet during the hours that the Library is open according to its published schedule.
6. In ALL cases the Weeks Memorial Library Director and/or Board of Trustees may request to know in advance the nature and purpose of the meeting room use; who shall be using it; and who is expected to attend. The Director and/or Trustees may also request to meet with any person(s) or groups who wish to use Wingate Hall prior to their using it, and the Trustees may set certain conditions for its use as they deem necessary.

7. Use of the meeting room does not constitute Library endorsement of the organization or its program content. The name of the sponsoring group must appear in any publicity, and the publicity may only indicate that the meeting is being held at the Library. Publicity shall not imply that a group's program is being sponsored by the Library without prior approval of the Board of Trustees. The Library Trustees or Director may request a copy of any press releases before they are submitted for publication.
8. Any group requesting to use the meeting room shall receive, agree and adhere to the Meeting Room Guideline at all times..

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