

**West Fargo Public Library**  
**Board Policy : Public Meeting Rooms**

Approved: March 8, 2007

Revisions approved: 07/10/2008, 09/09/2010, 05/14/2015, 06/13/2019

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West Fargo Public Library's public meeting rooms comfortably accommodate groups of 5 to 30 people and are located on the upper floor of the library. The primary purpose of the meeting rooms is to provide facilities for library-related activities. However, they are also available for lawful public use by the general population.

1) In accordance with the Library's educational, social, and informational mission, the public meeting rooms are available at no charge for civic, non-commercial, public information, and nonprofit activities. Eligible groups and activities include:

- Local government
- Civic organizations
- Social clubs of educational, cultural, or informational nature
- Non-profit and charitable organizations as evidenced by tax-exempt status
- Strictly informational presentations open to the public, including those by commercial entities.

*No soliciting, selling, or distribution of promotional materials is permitted.*

*Any fees charged may only cover the cost of materials.*

*Events should be open to the public.*

2) For-profit entities may also use the public meeting rooms for a fee. (See "Circulation Limits, Late Fees, and Related Charges" for more information.) Meeting room fees must be paid in advance.

*Buying/selling, commercial transactions, or other exchange of goods is prohibited.*

*Admission fees may be charged.*

*Events need not be open to the public.*

**The public meeting rooms may not be used by:**

- Unaccompanied minors
- Private, social groups meeting for personal social events such as birthday parties or showers
- Any group which has, in the past, abused the facility or violated any of the regulations set forth in this policy or the signed contract.
- Groups meeting for any purpose which, in the opinion of the Library Director and/or the Library Board, may interfere with normal use of the Library.

In light of the special relationship that the Library shares with other city departments and library organizations, the WFPL reserves the right to make special accommodations for their needs.

**Scheduling:**

- Reservations must be made with the Library Director or other designated staff by an authorized representative of the group who takes responsibility for the condition of the room after the meeting and for the orderly conduct of participants.
- The applicant must be at least 18 years of age and must be authorized to accept responsibility for maintaining the good condition of the facility and the acceptable behavior of attendees.
- Meetings may be scheduled for hours that the Library is open, and must adjourn and vacate the room at least 15 minutes before the library closes. No access is possible beyond scheduled Library hours.
- Other than the library, municipal, county and state government, and the West Fargo Public Schools, no group may reserve the meeting room for more than four four-hour blocks in any month. The Library does not accept standing reservations beyond three consecutive months.
- Any applicable fees must be paid at the time of the application. Fees are nonrefundable unless notice of cancellation is received by library administration at least one day in advance of the event or unless the library cancels the booking. Fees must be paid by cash, check or money order.
- The Library reserves the right to cancel any booking with four week's notice should it need the room for its own programs. If the Library should be forced to close due to weather conditions or other emergencies, the Library reserves the right to cancel reservations for that time during which it is closed.

**Other Conditions:**

- The Library staff reserves the right to enter the meeting room at any time.
- Groups using the facilities are responsible for setting up the room and for clean-up. Groups will be charged for any damage to the room or its equipment which results from vandalism, carelessness, or misuse.
- The Library assumes no responsibility for injury to individuals attending meeting room events, or for loss or damage to their property.
- Adult supervision must be provided at all times. The Library staff cannot provide child care services for the children of adults who are using the meeting room.
- Refreshments may be served but cooking is prohibited. Groups serving food are responsible for cleanup.
- Signs may be posted at the door to the meeting room indicating that the group is meeting there.
- A group may not use the Library's address as its address.
- The Library staff will not accept calls or relay messages to people attending meetings except in case of emergencies.
- Scheduling of a meeting for any organization in the Library's Public Meeting Room does not in any way constitute an endorsement by the Library.
- Users must comply with all relevant state and local ordinances to include all licensing and copyright requirements in regards to program content. Failure to comply with said ordinances and requirements will result in suspension of meeting room privileges.

- In accordance with the Library mission, the Library Director reserves the right to make exceptions to this policy.

**Equipment and media:**

- Subject to availability, the following may be provided for use in the meeting room: projector, VCR, DVD player, television, screen, wi-fi access.
- There is no charge for the use of the equipment. Equipment should be reserved at the time the room is reserved. The library cannot provide operators for the equipment. If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment in advance. The Library reserves the right to deny use of audio visual equipment to anyone who cannot demonstrate due competence and proper care in the use of the equipment.
- At the time of booking, patrons planning to bring in their own equipment must inform library staff of the nature of the equipment that will be brought in. Library staff will not assist customers with the operation of customer-owned equipment.