

Wall Lake Public Library Meeting Room Policy

1. The only use of this room is for library sponsored or co-sponsored programs.
2. The library director or designee will be in charge of scheduling events.
3. Capacity for the entire room (without tables) is 100.
4. Smoking is not permitted in the library.
5. Food and non-alcoholic beverages are allowed. Users are responsible for discarding their own trash. Cleanup is the responsibility of the user and library custodian.
6. The library is not responsible for accidents, injury, theft, or damage of personal items occurring in connection with the meeting room.
7. Special arrangements may be made for use of library equipment.
8. The user is responsible for the meeting or activity to not disturb library patrons, interfere with staff work duties, or interfere with regular library business.
9. Any other requests for use of the room will be handled on a case by case basis by the library board and director.

Adopted June 2012; Reviewed January 2015; Reviewed May 2016;
Reviewed February 2018; Reviewed February 2019; Reviewed April
2020