



WRIGHT BRANCH LIBRARY

Meeting Room Policy

305 Wright Blvd. • Wright, Wyoming 82732
 Phone: (307) 464-0500 • Fax: (307) 464-0502

Hours:

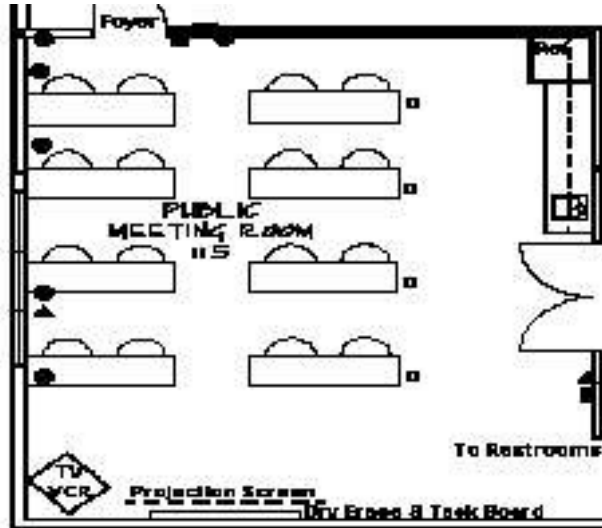
Monday -Tuesday - Thursday 10:00 a.m. - 8:00 p.m.
 Wednesday and Friday 10:00 a.m. - 5:00 p.m.
 Saturday 10:00 a.m. - 2:00 p.m.

Meeting Room Use Policy For Non-Library Activities

The Campbell County Public Library System provides meeting rooms for library-sponsored or cosponsored programs and conferences which meet the library's civic, informational, educational, cultural and recreational service goals.

When not in use for library activities, the meeting rooms are made available to local community organizations and committees under guidelines approved by the Library Board.

The Library Board neither approves nor disapproves of content, topics, subject matter or points-of-view of individuals or groups using the meeting rooms.



- Light switch
- Electrical outlet
- ▲ Data/telephone
- ▮ Power switch for projection screen
- Floor mount data & outlet

The room has a seating capacity of about 48 seated at tables or 60 seated theater style.

The room is equipped with:

- refrigerator
- 8' x 8' projection screen
- microwave
- sink

Policy for After hours use:

The library meeting room must be reserved in advance for Saturday and Sunday usage. The key must be acquired during normal operating hours and returned immediately after the meeting in the lobby book return.

The meeting room must be cleaned including removal of all items from the refrigerator that are yours. Chairs and tables are to be returned to the closet.

Policies

1. The meeting room must be reserved in advance including Saturday and Sunday meetings.
2. Rooms are available to groups whose headquarters are in or who provide services to residents of Campbell County.
3. Rooms are available to non-profit organizations for educational, cultural and other meetings of interest to the general public.
4. For-profit organizations may use the rooms for staff training, interviewing and staff activities, and for public information, but not for sales or solicitation.
5. There is no fee for library meeting room use.
6. Organizations may recoup a cost recovery fee for the program. At no time will the library staff be involved in the collection of such fees.
7. Reservations are granted only for a single meeting or for a brief series of meetings. Rooms are not intended for a group's regular meeting place.
8. Meeting rooms are designed for changing events open to diverse groups and cannot be reserved exclusively for long-term exhibition or display purposes.
9. Simple refreshments such as coffee and cookies may be served. Users must provide their own utensils and supplies. Trash receptacles are available for use. The group will be charged for excessive cleanup or damage. No alcoholic beverages are allowed.
10. Neither the Library Board of Trustees nor Campbell County is responsible for accidents, injury or loss while using the meeting rooms.
11. Specific rules governing the meeting rooms are established by the Library Board and supervised by the Library Director.

Meeting Room Rules For Non-Library Activities

1. Room reservations are taken and canceled through the circulation desk (464-0500) during regular library hours Monday Friday.
2. An officer of the group is required to fill out the meeting room agreement form. Minors may use the room with the supervision of an adult who is responsible for the behavior of the minors and treatment of library property.
3. Rooms must be used in accordance with board-approved policy. Any use other than that specified on the agreement will result in the immediate cancellation of all present and future reservations for the organization.
4. Meeting rooms should be reserved two weeks in advance, but not more than six months in advance. No more than a single meeting or a brief series of meetings may be on the schedule at any one time even though a group may hold meetings at the library frequently.
5. Audiovisual equipment must be reserved separately. You are responsible for picking up the equipment, setting it up and returning it at the designated time.
6. One-half hour is allowed for setup of audio-visual equipment, chairs, tables, coffee pot, etc. Setup for meetings may start no earlier than 8:30 a.m. Meetings may begin no earlier than 9:00 a.m. Monday through Friday. All meetings must end 15 minutes prior to the library's closing time unless previous arrangements have been made.
7. Pick up room keys at the circulation desk, unlock the doors to the meeting room. Return the keys to the Circulation desk or bookdrop. A \$25.00 fee will be charged for lost keys.
8. The meeting room chairs and tables have been set in standard arrangements. You are responsible to set the room to suit your specific needs and return the furniture to the standard arrangement at the close of your meeting.
9. Dry markers and erasers for the dry-erase boards are kept in a labeled drawer in the library meeting room. All other supplies for your meeting are the responsibility of your group (i.e., paper, pencils, tape, scissors, etc.).
10. Light refreshments may be served, but are the responsibility of the party using the room. The Library meeting room cannot accommodate luncheons, dinners or similar functions. You must bring your own supplies (i.e., coffee, cups, napkins). A 32-cup coffeepot is reserved on a first-come, first-served basis.
11. The library is a smoke free building.
12. Groups are encouraged to check the room prior to the date of the meeting to make sure it conforms to the use desired.
13. Pick up any clutter before leaving. Damage resulting from room use will result in immediate cancellation of all present and future reservations for the organization.
14. The library does not provide babysitting services. Those attending meetings are responsible for supervising their children. Organizations whose members' children are unsupervised will lose their meeting room privileges.
15. Library staff does not take telephone messages for people attending meetings. Attendees should use break time to make phone calls or make other arrangements for contacts.
16. Library sponsored or co-sponsored programs have priority over all others. Advance reservations will not be canceled less than five weeks before the scheduled date.
17. Lit candles are not allowed.