

Meeting Room Policy:

As a service to our patrons, the meeting rooms of Way Public Library are open for use by the community if they are not needed for library programs. The primary function of the meeting rooms is to promote the library's mission.

Pay Schedule:

Room	Cost	Capacity	Comments
Meeting Rooms A, B, C, D	\$50 per room.	25 people	These rooms can combine into a larger room with greater capacity.
Conference Room 1	\$50	16 people	Whiteboard and presentation equipment included.
Conference Room 2	\$25	10 people	Whiteboard only.

Rules and Conditions:

1. User agrees to defend, indemnify, and hold Way Public Library, the Board of Trustees, its respective officials, employees, volunteers, agents, and representatives from any and all actions, claims, suits, demands, judgments, damages, losses, costs, and expenses, including but not limited to attorneys' fees and defense costs arising out of or resulting from any accident, injury to person or property, sickness, disease, illness, death, or occurrence, regardless of type or nature, negligent or accidental, actual or threatened, intentional or unintentional, known or unknown, realized or unrealized, related in any manner, to User's and his/her guest's or other attendee's use of the Facility.
2. Meeting rooms at Way Public Library are available for use by the community, primarily for educational, cultural, informational, and civic groups, and can accommodate up to 100 people.
3. Non-profit groups with proof of 501(c)(3) status can use the rooms for free, while other groups or businesses can rent rooms at designated prices and pay prior to their meeting.
4. Additional charges may apply if a meeting extends more than four hours.
5. Groups cannot charge attendees for meetings, but material fees for educational workshops are acceptable.
6. Reservations are on a first-come, first-served basis, and the responsible party must be present during the reservation time and check in/check out at the Circulation Desk.
7. The room may not be reserved for more than two consecutive meetings or two months in advance, whichever is shorter, to accommodate as many groups as possible.
8. Meeting rooms are not available for private parties, receptions, or for promoting individual candidates or commercial concerns.
9. Cancellations must be made within 24 hours of the event, otherwise, the group is responsible for the rental fee.

10. Meetings can be held during library hours, but not during closing time.
11. The library retains the right for good cause to waive a regulation, deny a reservation, or cancel scheduled meetings with notice if necessary, and preference is given to local groups whenever possible.
12. The group is responsible for any damages to the facility or equipment, and light refreshments are allowed. Alcoholic beverages are not permitted. The library is a non-smoking facility.
13. Groups are responsible for arranging furnishings and may request additional equipment in advance. Limited audiovisual equipment should be reserved at the same time a reservation is made. If the group will need training to use the equipment, this training should be scheduled prior to their meeting as help may not be available during the time of the reservation.
14. The library board is not responsible for accidents, injury, or loss of property during room use.
15. The library board neither approves nor disapproves of the content, subjects or viewpoints of individuals or groups using the meeting rooms.
16. Publicity of events is the responsibility of the sponsoring group, and decorations or materials require prior library approval. The even should be publicized to reflect the library as a site, but not a sponsor of the activity.

Adopted by the Way Public Library Board of Trustees – June 23, 2016
 Amended by the Way Public Library Board of Trustees – June 25, 2019
 Amended by the Way Public Library Board of Trustees – June 28, 2022
 Amended by the Way Public Library Board of Trustees - March 28, 2023
 Amended by the Way Public Library Board of Trustees – May 23, 2023

I agree to abide by the rules listed in the Way Public Library Meeting Room Policy:

<hr/> Print Name	<hr/> Company/Organization Name (If Applicable)
<hr/> Signature	<hr/> Date