

## **Meeting Room**

The Wilkinson County Library Board has authorized the use of the Meeting Room for gatherings of a civic, cultural, or educational nature. Library facilities are NOT authorized to be used for church or religious meetings, for any commercial, political, or partisan meetings, nor for any private social affairs.

Exhibits such as paintings or collections of an educational nature are encouraged; however, it will not be possible to house permanent exhibits of any sort. The Library assumes no liability for such exhibits.

Library programs and functions shall be given priority and shall receive first consideration in scheduling meetings.

Reservations are to be made by a responsible member of the organization who will insure that all regulations are followed. The person scheduling the room must provide contact information (email address and/or phone number).

Reservations should be made at least one week before the date the room is needed. Reservations will be considered on a first-come, first-served basis.

The organization's authorized representative shall notify the library promptly of any cancellation.

A fee of \$15.00 is required for any use of the room and must be paid prior to use. Fees may be given to Library staff at the circulation desk or mailed to: Library Director, Wilkinson County Library System, PO Box 397, Woodville, MS 39669.

Daytime meetings must conclude before the closing of the Library. For night meetings, a representative must obtain the key to the Library. At the Woodville Library, the key must be left in the book drop. At the Centreville library, the key should be left in the meeting room. Please follow the instructions on the meeting room door in Centreville before leaving.

Groups meeting in the Centreville Library's meeting room must park at the back of the building, and enter through the back door. During day meetings, a representative may enter the front door prior to the meeting.

No admission charge may be made for any program. No sales or other money transactions of any kind may be made, nor may the room be used for any commercial purposes. The only exception to this rule will be to accommodate fundraising activities for the Library.

The Library is not responsible for equipment, supplies, material or other items owned by a group or individuals that are used in the library; such materials must be removed from the Library at the end of the meeting.

Groups may NOT have access to the Library when the Library is closed.

Food and beverages may be served, but the use of alcohol, tobacco, or drugs is not permitted.

The meeting room and any other accessible areas should be left as found, i.e., no trash should be left, floors should be clean; chairs and tables should be re-arranged as they were; tables should be clean; and the kitchen and rest rooms should be left clean, if used.

Organizations holding meetings assume financial responsibility for any damage to the room or its contents.