

## 104 Meeting Spaces Meeting Spaces Policy

The Library Director or designee is responsible for the implementation and enforcement of the Meeting Spaces Policy and Guidelines. The Library Director reserves the right to deny use of any Library space or terminate any Group's use if he/she deems any of these terms have been violated, or if he/she reasonably deems it in the best interest of the Library or its patrons. The Director's decision may be appealed to the Library Board, which shall have final say.

Williamson County Public Library provides a meeting room and learning center for use when space is available. The primary purpose of the Library's meeting spaces is to first provide space for and to accommodate the needs of Library-sponsored programs and services. When space is available, these meeting spaces may be reserved by groups or individuals within the guidelines contained in this policy. The Williamson Room houses the Rare Books and Civil War Collection, Heritage Collection, and Map Collection. Patrons are allowed to use The Williamson Room for study and research by checking in with the Special Collections librarian.

The Library's meeting spaces are not available for purely social gatherings or for commercial ventures. The definition of "social gatherings" for the purpose of these guidelines shall be a social function such as parties, showers, reunions, etc. The definition of "commercial purposes" includes, but is not limited to, the exchange of goods, services, or property of any kind or to facilitate the exchange of goods, services, or property of any kind or for the exchange of compensation in any form. This restriction shall not prohibit speakers, who charge no entrance fee to participants, from charging a fee for the actual cost of the material to be used by the participants attending the event. No such charge shall be permitted unless approved by the Library Director prior to the event.

Some patrons may consider programs held by outside organizations objectionable to themselves or inappropriate for their children. The Library does not endorse the views expressed by any organization using the meeting room so long as they comply with applicable federal, state, and local laws and regulations and abide by and carry out the rules, restrictions, and obligations of this policy. Parents and guardians are responsible for determining whether their children attend particular programs. The Library does not monitor the activities and decisions of minors in place of their parents.

This policy has been implemented to ensure fair and equitable access to the meeting spaces by all eligible groups. No group will be denied access to a meeting space based on race, color, religion, sex, national origin, age, disability, or any other group protected by law.

While occupying a room or space at the Williamson County Public Library, Groups shall not exclude any individual from attending a meeting or other gathering based on the individual's race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.

The Meeting Space User Agreement Form and Learning Center User Request Form, as well as any other required application forms that may be required by the Library, must be completed, signed and returned to the Library before any meeting space may be reserved. The Library Director or designee reserves the right to refuse the use of any room whenever such use does not conform to these policies. The signatory to this document (hereafter referred to as "User") shall be responsible for ensuring that all individuals attending the meetings are aware of the contents of this policy. Should the original signatory fail to be present at the time the room is to be used for the event, then a person who will be present at the meeting for the entire use of the room shall complete the Agreement Forms. Failure or refusal to sign the User Agreement Forms shall result in refusal of the use of the room.