

POLICY First Adopted 1971

Revision Approved by WPLS Board 03/08/02

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**Meeting Rooms in Western Plains Library System (WPLS):**

- Western Plains Library System Main—Boardroom only.
- Minnie R. Slief Library at Cheyenne—large meeting room with inside/outside entrance.
- Clinton Public Library—small meeting room with inside entrance.
- Cordell Public Library—large meeting room with inside/outside entrances.
- Seiling Public Library—library space only.
- Sentinel Public Library—library space only.
- Hazel Cross Library at Thomas—library space only.
- Weatherford Public Library—small meeting room with inside entrance plus Sara’s Place in center of library.

**The program and meeting needs of WPLS libraries take precedence over requests made by other community groups. When space is not in use, library branches may offer the use of their facilities to other organizations providing the following regulations are followed.**

**Regulations that apply to all WPLS Meeting Areas:**

1. All meetings must be open to the public.
2. Each group is responsible for ensuring its program is in compliance with applicable local, state and/or federal statutes such as Open Meetings Act, Copyright Law, Fire Codes, etc.
3. Non-profit organizations may charge fees for the purpose of covering necessary program expenses. Fees shall not be used to restrict access to any individual who may be unable to pay but wishes to attend.
4. For-profit organizations may use library space/rooms only for the purpose of staff training. (Buying and selling are not permitted.)
5. Pursuant to Oklahoma law, tobacco use is not permitted in any area of the library.
6. The library reserves the right to monitor all meetings.
7. Use of a library meeting space by a group or organization is not an endorsement from Western Plains Library System or the city that owns the building.
8. WPLS shall be held harmless from any injuries or accidents arising out of any group or organizations use of its meeting facilities.

**Please contact the library of interest for more specific meeting space information. Each library has detailed guidelines for reserving and using local meeting space.**

**Meeting space is only available if the local library has created written guidelines that define their expectations and parameters and those guidelines are acceptable to the city that owns the building.**