

Adopted 1971. Revised March 8, 2002; revised May 23, 2008.  
Revised January 12, 2024.

## **Western Plains Library System**

### **Meeting Room Policy**

Western Plains' public library facilities contain a number of spaces available for public use. Members of the community may use public spaces, provided the following guidelines are followed. The needs of WPLS take precedence over usage by members of the community.

Guidelines that apply to all WPLS Meeting Rooms:

- Each group is responsible for ensuring its room usage follows applicable local, state and/or federal statutes.
- Meeting rooms may be reserved up to a year in advance by contacting the local library manager.
- Open meeting rooms are available on a first come-first served basis.
- The System reserves the right to apply time-limits on meeting room usage.
- Commercial transactions are not allowed in WPLS meeting rooms.
- The library reserves the right to monitor all meetings.
- Individuals or groups who use the meeting rooms may not provide gratuities to library staff.
- Individuals are expected to provide necessary supplies and/or technology to support their meeting; Western Plains does not provide supplies, equipment or technology for meeting room usage.
- 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.
- 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 WPLS branch of interest for more specific meeting room information. Some branches have additional guidelines for reserving and using meeting rooms.