

# Woodland Public Library Meeting Rooms Policy

## General Policy:

It is general policy that the Leake Community Room and the Leake Conference Room be used for Library, Library-related and city meetings or programs only. This includes meetings or programs sponsored by the Library, the Library Board of Trustees, the Friends of the Woodland Public Library, the Woodland Public Library Rose Club, the Woodland Literacy Council, an official City group or for Woodland Joint Unified and Yolo County Office of Education public school programs for students.

## Available Meeting Rooms:

The Woodland Senior and Community Center offers reservable meeting rooms.

## Limitations of use:

- Room capacity is 249 persons in the Leake Community Room.
- Room capacity is 20 persons in the Leake Conference Room.
- Room use shall not include business or commercial activities without prior approval by the Library Director.
- No use of electrical equipment other than that authorized by the Library shall be allowed.
- Smoking/e-cigarettes is not allowed anywhere in the Library.
- The group sponsoring the gathering will be responsible for the orderly conduct of the group and for any damage to Library equipment or property, or to the property of the exhibitors.
- City commissions or groups meeting when the Library is closed shall make arrangements prior to the meeting for opening and/or lock-up procedures.
- Rooms may not be used by any group or individual to advocate or engage in any activity that is illegal under California or Federal law.