



Wright Branch Library (WBL)

Library Hours:

Monday, Tuesday, Thursday: 10am-8pm • Wednesday, Friday: 10am-5pm • Saturday: 10am-2pm

Reserve or cancel meeting room reservations by stopping by Wright Branch Library or calling 307.464.0500.

Meeting Room Use Policy for Non-Library Activities

Campbell County Public Library System (CCPLS) provides meeting rooms for library-sponsored or co-sponsored programs and conferences which meet the library's civic, informational, educational, cultural, and recreational service goals.

When not in use for library activities, library meeting rooms are made available to local community organizations and committees under guidelines approved by the Library Board.

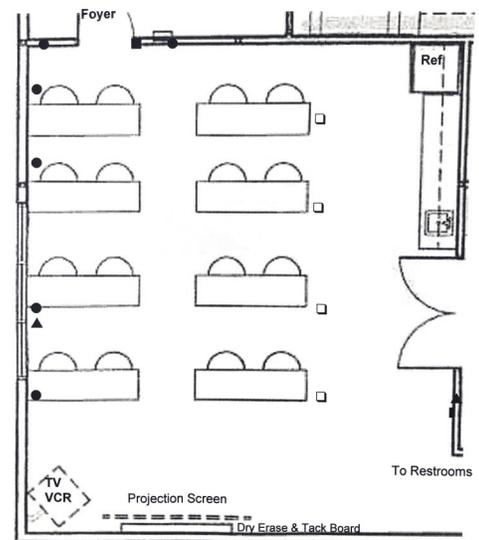
The Library Board neither approves nor disapproves of content, topics, subject matter or points-of-view of individuals or groups using the meeting rooms.

Wright Branch Library has one meeting room with a seating capacity of about 48 seated at tables or 60 seated theater style.

The room is equipped with:

- Wireless internet
- TV with VHS/DVD player
- 8'x8' projection screen
- Dry-erase white board
- Refrigerator
- Microwave
- Sink

- Light switch
- Electrical outlet
- ▲ Data/telephone
- I Power switch for projection screen
- Floor mount data and outlet



CCPLS Meeting Room Use Policies

1. CCPLS meeting room use is free. However, donations to The Library Foundation Inc. are welcome.
2. Rooms are available to groups whose headquarters are in or who provide services to Campbell County residents.
3. Rooms are available to non-profit and for-profit organizations for non-public meetings.
4. Rooms are available to non-profit organizations for educational, cultural and other meetings of interest to the general public. Parties and other social gatherings are not allowed.
5. For-profit organizations may use the rooms for staff training, interviewing and staff activities, and for public information. No sale of goods or services or the solicitation for future sales or services is permitted without prior library administration approval. "Solicitation" is any act or attempt to advertise, market, or sell any product or service, to seek membership in any organization, or to obtain a donation/contribution.
6. Organizations may recoup a cost recovery fee for their program. At no time will library staff be involved in the collection of such fees.
7. Room use approval is granted only for a single meeting or for a brief series of meetings.
8. Meeting rooms are designed for changing events open to diverse groups and cannot be reserved exclusively for long-term exhibition or display purposes.

CCPLS Meeting Room Use Policies continued...

9. Simple refreshments may be served and are the responsibility of the group. Groups are responsible for cleanup and will be charged for excessive cleanup or damage. No alcoholic beverages are allowed.
10. Neither the Campbell County Public Library System (CCPLS) Board of Trustees nor Campbell County is responsible for accidents, injury or loss while using the meeting rooms.
11. Specific rules governing the meeting rooms are established by the CCPLS Board and supervised by the library director.

Meeting Room Use Rules

1. CCPLS reserves the right to cancel non-library events as needed. Library sponsored or co-sponsored events have priority over other events, however, advance reservations will not be canceled less than five weeks before their scheduled date.
2. The WBL meeting room must be reserved in advance for after-hours usage. The key must be acquired from staff during normal library operating hours and returned immediately after the meeting in the lobby book return. If your event is during library hours, pick up the meeting room key from the Circulation Desk, unlock the designated room door, return the key to Circulation. A \$25 fee will be charged for lost keys.
3. Meeting rooms should be reserved two weeks in advance, but not more than six months in advance.
4. Unless a meeting room is part of a brief series, groups may only reserve one meeting room at a time.
5. An officer of the group is required to fill out the Meeting Room Agreement.
6. Minors may use the rooms with the supervision of an adult who is responsible for the behavior of the minors and treatment of library property.
7. Rooms must be used in accordance with the CCPLS Board-approved policies. Any use other than that specified on the room agreement will result in the immediate cancellation of all organization reservations.
8. Groups are encouraged to visit the room prior to the meeting date to ensure they meet their requirements.
9. Audiovisual equipment must be reserved separately through the Circulation Department. Groups are responsible for picking up the equipment, setting it up, and returning it at the designated time.
10. Groups are responsible to arrange meeting rooms to suit their specific needs and return them to their original arrangement at the close of the event.
11. Groups must provide their own meeting supplies (paper, pencils, tissues, tape, scissors, etc.). Dry erase markers and erasers for the dry erase boards are available at the Circulation Desk.
12. CCPLS policy allows simple refreshments (no catered meals). Groups serving refreshments are required to bring their own supplies (coffee, utensils, cups, napkins, etc.). A large-capacity coffeepot is available on a first-come, first-served basis. Drink and snack purchase is available at the circulation desk.
13. Groups are responsible for cleanup after their meeting. Chairs and tables must be returned to the closet and all items that belong to the group removed from the refrigerator. Trash must be placed in the provided receptacles. Coffee pot must be cleaned. Damage resulting from room use will result in immediate cancellation of all reservations for the organization.
14. The library is a smoke-free building. Smoking, vaping, and candle burning is not allowed.
15. The library does not provide babysitting services. Those attending meetings are responsible for supervising their children. Organizations whose members' children are habitually unsupervised will lose meeting room privileges.
16. Library staff does not take telephone messages for people attending meetings. Attendees should use break time to make phone calls or make other arrangements for contacts.

Emergency Closings: In the event that the library closes during adverse weather conditions, library staff will make every effort to notify groups scheduled for meeting room use. In the event of inclement weather, please call the library or check our website for updates.

Thank you for adhering to these policies and rules.