

Meeting Room Policy

The Parkersburg & Wood County Public Library offers meeting rooms to the public free of charge at two locations.

Available at the **Main Library** on Emerson:

- Small Conference Room (seats 4-5)
- Board Room (seats 16)
- Summers Auditorium (seats 50-60 comfortably, 75 maximum)

Reservations may be made through the online registration on the library website, by calling 304-420-4587 during operating hours, or in person at the library.

Available at the **South Parkersburg Branch Library**:

- Study Room (seats 4-5)
- Meeting Room (seats 30 comfortably, 57 maximum)

Reservations may be made through the online registration on the library website, by calling 304-428-7041 during operating hours, or in person at the library. Due to limited space, we ask that groups only schedule one meeting at a time. Walk-in use of the study room is welcomed as long as the space is available at time of sign-up. Study room usage is limited to two hours.

The following rules apply at both locations:

- Only non-profit groups can use the meeting rooms. No fees can be charged and nothing can be sold. Exceptions may be made at the discretion of the Director or the Branch Manager.
- Commercial activities including the promotion or sale of items or services, soliciting, or non-library fundraising are prohibited.
- No showers or parties may be scheduled.
- Scheduling is done on a first-come, first-served basis.
- A group may schedule 6 months in advance.
- With the exception of alcoholic beverages, food and drink are allowed in the rooms. No food deliveries to the libraries are permitted and patrons must clean up after themselves.
- No smoking in the libraries.
- Meetings may be open or closed to the public; please specify if you wish the meeting to be closed.
- Please record the number of attendees on the Room Reservation Form in the room.
- We will set up the rooms in advance if requested.
- Library programs have priority for use of the facilities.
- We reserve the right to move your group to another room for space purposes.
- **Please notify 24 hours in advance of cancellations. Failure to show up at scheduled meetings without notification may result in loss of privileges.**

The following equipment may be available for use in the rooms (please check with locations first) – dry erase boards, lecterns, televisions, and DVD players. We cannot guarantee that we will have the necessary cords to connect your equipment, so please check ahead of time to see what you might need to bring to utilize our electronics. Groups are responsible for replacing any equipment damaged during their meeting.

The Library doesn't necessarily endorse or support the beliefs or actions of any groups or individuals that use the meeting rooms.