



EVENTS AND PRESENTERS POLICY

Purpose

Washoe County Library System (WCLS) is committed to providing everyone in the community with educational, arts, cultural, recreational, and informational opportunities and experiences through library events.

WCLS's Service Teams select and schedule library events in alignment with WCLS's Strategic Plan and Objectives (available on WCLS website), operating priorities, and the American Library Association's Library Bill of Rights.

WCLS events are staff-led or hosted collaboratively with approved partnering agencies, institutions, organizations, or individuals.

WCLS selects presenters and topics from local, regional, national talent, and/or credentialed expertise, and will not exclude presenters from consideration because of their origin, background, or views.

WCLS has discretion to decide if a proposed event meets the criteria of a library event. Ultimate responsibility for programming at WCLS rests with the Library Director or their designee.

WCLS events must meet these criteria:

- Be free and open to the public
- Be educational, informational, and/or recreational in nature
- Be in alignment with WCLS's Strategic Plan and Objectives, and operating priorities
- The presenter(s) must demonstrate knowledge, expertise, and experience in the specified subject matter and proficiency in effectively conveying the content to diverse audiences
- Resources required for collaborative events, including publicity and corresponding collateral, may be shared and agreed upon well in advance of the event
- Presenter fee-based events will be evaluated on a case-by-case basis, and if approved, there will be an agreed-upon flat fee

WCLS event restrictions:

- No fees can be charged to attend the event, either prior to the event or onsite
- Programs cannot be used for commercial, religious, or political activities, nor for

- business solicitation, including distribution of advertising or referrals
- Per *Washoe County Code 80.520: Soliciting on county property* unauthorized sales of goods and services are prohibited. Special events may include sales of goods. Such sales must be pre-approved by Library Administration upon the recommendation of the Youth Services and Library Events Team
 - No alcoholic beverages unless previously approved by Library Administration for special events

Approval process for library-collaborative events:

- WCLS Event Proposal Review Team reviews event proposals submitted through our website within 90 days of submission using the Event Planning Rubric available on request
- Presenters are notified of acceptance for consideration or denial after review
- Presenters may appeal the outcome according to the *Suspension of Library Privileges Policy*

Meeting Room use as alternative to WCLS-collaborative events:

If a proposed event is not approved as a WCLS-collaborative special event, the libraries' meeting rooms may be sought as an alternative option. Subject to all applicable laws and library policies, the WCLS meeting rooms are available for lawful activities and must be free and open to the public.

The use of a meeting room does not constitute an endorsement or sponsorship by an individual library, WCLS, the Library Board of Trustees or Washoe County. Users of meeting rooms must follow the *Meeting Room Policy*.

APPROVED: February 21, 2007

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