



## **Meeting Room Policy**

The meeting room is open during the library's regular hours of operation. Reservations by qualified groups and individuals should be made in advance to ensure availability. Meeting rooms are available for educational, cultural, recreational, service oriented, or intellectual purposes only. If our equipment is required, please let us know when you reserve the room.

The facility may not be used for sales, purely social purposes, for the benefit of private individuals, or commercial concerns. Furthermore, the Board has determined that the meeting room may not be used by tutors except when administering a test or showing a curriculum related movie.

All meetings must be open to the public. Admission may not be charged or collections taken. Permission to meet at the Library does not constitute or imply endorsement of the group using the facility. Attendees must follow the Library's Code of Conduct as well as all other Library policies while on Library property.

The Library is not responsible for the care or protection of equipment, exhibits, or materials not owned by the Library. Nor is the Library responsible for any damage or injury suffered from use of the Library facility or equipment.

The Library does not provide any publicity related to the use of the room. The Library cannot be identified as a sponsor or use Library contact information on the group or organization's publicity. The Library does not provide any meeting related services, i.e. photocopies, set up, clean up, etc.

Authorization to use the meeting room does not guarantee sole usage since patrons wishing to use the microfilm, access local history materials, and use the Digital Media lab may do so. Food and drink are expressly prohibited. All meetings must end and the room returned to its original state by our regular library closing time. The applicant is responsible for compliance with all regulations and must attend the meeting. The maximum capacity of the room is 20.

The Library reserves the right to revoke meeting room privileges at any time. Violation of any Library policies will result in denial to use meeting room space.

Applications for use may be picked up at the library, downloaded from the website, or filled out online.

Amended 8/2022

Amended 2016

Amended 10/12/2010

Adopted 9/10/1990