

## **Meeting Room (lower level) Policy**

The Board of Trustees allows the use of meeting space in the lower level by individuals and groups for civic, cultural, educational, philanthropic, and recreational purposes. Meeting room use is permitted to individuals and groups regardless of their beliefs or affiliations.

Authorization to use the Library's facilities does not reflect endorsement by the Library of the general or particular program, position, or purpose of any persons or organizations. Use of meeting room(s) for Library purposes takes precedence over other uses. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or fundraising. Failure to comply with Library directives outlined in this policy may result in canceling future use.

- Groups using meeting rooms may arrange the available tables and chairs. Groups shall leave room(s) in the original condition.
- Groups of children or teenagers must be supervised by one adult for every ten children.
- Attendance at authorized meetings may not exceed the room capacity.
- If any room is left in a condition needing cleaning or repair, the cost will be passed along to the organization or group that used the room.
- If it is necessary to borrow Library equipment, the Library Director shall have discretion to approve use of requested equipment. Requests shall be made on the meeting room application form. Anyone using library equipment must be trained in its use by a library staff member beforehand. Any equipment to be brought to the Library must also be approved.
- There is no charge for meeting room use during the Library's regular hours of operation, although a donation to the Library is suggested.
- Groups or individuals may request to use the Library for meeting purposes during times which the Library is not normally open. For such requests, the Library may request a fee and/or that a Library representative be present during such meetings.

The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Inquiries should be made by calling the Library.

Exceptions to the above policy may be made at the discretion of the Library Board of Trustees as it deems in the interests of the Library and the community.