

## Meeting Room Policy

Meeting rooms are available to community groups for meetings and programs when not in use for library purposes. They are not available for parties, baby/wedding showers or other social activities not pertaining to the library.

- Library-sponsored or library-oriented programs will receive priority in scheduling; other groups will be considered on a first-come basis.
- Educational, cultural, civic and non-profit groups/organizations may use the rooms without a fee, however donations to the Library are appreciated. Groups/organizations may not charge for admission or sell products or services at the event. A charge is allowed for the cost of program materials.
- The Library does not guarantee technology or room set-up. The user will be responsible for arranging the room accordingly. Please contact the Library one week prior to the scheduled date of the event to discuss technology needs.
- The sponsoring individual or group is responsible for its own publicity and should clearly state sponsor name, date, time and place of the event on all promotional materials. Community meetings will not appear on the library's online calendar.
- The room must be vacated 15 minutes before the Library's closing time to permit staff to close the building promptly, unless prior arrangements have been made. There is a fee for groups wishing to hold a program before or after regular library hours. The fee must be collected before the program or event is held. Rooms are \$25/hour before or after library hours.
- The Library maintains a "carry-in/carry-out policy" for meeting room use.
- Groups must provide their own utensils, supplies, and remove all trash and personal possessions from the rooms at the conclusion of their meetings. All groups must restore space used to its original condition. Any damages to the room or Library property shall be the responsibility of the group using the room.
- Users are responsible for maintaining order. The library is not liable for any injuries or damages caused to any individual or group.
- Smoking and alcohol are prohibited.
- The fact that a group or individual is permitted to meet at the Library does not in any way constitute the Library's endorsement of the group's or individual's policies or beliefs.
- The Library must be notified promptly of cancellations; repeated failure to do so is considered grounds for declining future reservations and use of rooms by the individual or group at fault.
- If an event is suspected to endanger the welfare and safety of the library's staff and patrons, the request will be denied.
- Permission to use the library's meeting rooms may be denied to any group that has previously been disorderly or has violated the meeting room policies.
- Any issues regarding meeting rooms should be directed to the Executive Director or Executive Assistant.