

[LIBRARY LETTERHEAD]

MEETING ROOM POLICY

The primary purpose of the Meeting Room at the [LIBRARY NAME] is for programs, classes, and events conducted or sponsored by the library to benefit the library community.

Priority may also be given to programs or events conducted or sponsored by community groups and non-for-profit organizations whose aims are educational, cultural, and/or civic.

Outside Groups

The Meeting Room may be made available to outside groups not listed above. All outside groups looking to use the Meeting Room must submit a Meeting Room Application before the room is reserved. Applications are available at the library and on the library's website.

In addition, outside groups agree to the following:

- Library sponsored programs receive first consideration of date and time.
- The library should be notified promptly if a group must cancel.
- The Meeting Room is not available for religious, political, or partisan purposes or for the benefit of private individuals or commercial concerns.
- Sale of merchandise (as in author events) is left to the discretion of the Director.
- No admission fee may be charged for entrance to an event in the meeting room. A sponsor of a meeting or program may request a fee that covers the cost of materials furnished to participants.
- Except as a designation of location, the name of the library may not be used in any publicity relating to use of the Meeting Room.
- Meetings must be conducted in such a way as not to disturb library operations.
- Library staff must have free access to meeting rooms at all times.

- The library retains the right to monitor all meetings conducted on the premises.
- Arrangements for use of any library owned equipment must be made in advance.
- Number of persons must not exceed the limit set by Fire Code Regulations.
- The library is not responsible for personal belongings of those attending the meeting.
- The Contact Person assumes responsibility for participant accommodations and specific articles of compliance as required by the Americans with Disabilities Act.
- The Contact Person is responsible for cleaning up.
- The Contact Person accepts liability for either damage to library facilities or loss of library property and liability of any claims for injuries or damage to persons and arising from the use of the premises by the organization.
- There is no smoking permitted in or around library facilities at any time.
- The Director is authorized to deny permission to use the library rooms to any group that is disorderly or that has violated these regulations in the past.

The Director oversees the Meeting Room under the authority of the Board of Trustees. Decisions regarding Meeting Room use by outside groups will be made at the discretion of the Director in the best interest of the [LIBRARY NAME] and the community.

Ongoing Use Evaluation

The Meeting Room Policy will be periodically evaluated in relation to the mission of the [LIBRARY NAME] by the Director and Board of Trustees. The Director and Board of Trustees may update or modify this policy as needed.

Questions or concerns regarding the [LIBRARY NAME] or this policy should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees __/__/2020