



PUBLIC USE OF MEETING ROOMS

Approved by the Library Advisory Board XXXX

1. General Guidelines:

- a. Library meeting rooms are available to individuals and groups on an equitable basis, regardless of beliefs, affiliations, or any other distinguishing characteristics, including religious and political groups. The content of the meetings is solely determined by the group or individual holding the meeting. The library does not endorse or support the viewpoints expressed during these meetings.
- b. Individuals or groups using the library's meeting rooms must not advertise or publicize their events in a way that implies the library sponsors, co-sponsors, or endorses their program.
- c. Library programs have priority over all other events. Non-library programs will be scheduled on a first-come, first-served basis, with priority given to government and nonprofit organizations.
- d. Meeting rooms are available only during scheduled library hours.

2. Eligibility:

- a. Users must complete a meeting room reservation form and may be required to provide proof of insurance.
- b. Meeting rooms are available to adults 18 years or older, or individuals 14 and older for educational purposes with authorization from library staff.
- c. Any misuse or abuse of meeting room privileges may result in denial of future use of library meeting rooms.
- d. The Library Director and/or designated staff members have the authority to approve, renew, or deny requests for meeting room use according to this policy. To ensure accessibility for a variety of community groups, the library may limit the number of meetings allowed for any organization or individual to two per week for eight consecutive weeks.

3. Use & Responsibilities:

- a. Cancellations must be made at least 24 hours in advance. Failure to do so may result in limitations on future bookings. Failure to arrive within 30 minutes of the scheduled start time may result in cancellation of the reservation to allow other patrons access to the room.
- b. To use AV equipment, the reservation contact person must schedule training with library staff in advance of the booking no less than 72 hours prior to the reservation.
- c. Direct sales, fundraising, and charging fees are prohibited.
- d. All meeting room users must adhere to the library's Customer Code of Conduct.
- e. Users are responsible for the reasonable care of the meeting room and its furnishings. If excessive cleaning or repairs are needed, the contact person will be financially responsible.
- f. Attendance must not exceed the fire code's maximum occupancy regulations.