

## **RULES AND REGULATIONS FOR MEETING ROOM(S)**

approved by the Library Board 11/18/19

Individual and groups using library meeting rooms must meet the requirements of meeting room Rules and Regulations below. The meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The meeting rooms are available to all, including religious and political groups. The content of meetings is determined solely by the individuals or groups holding the meetings. The library does not support or endorse the viewpoints of the individuals or groups that meet in its facilities, individuals or groups using library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the library, unless permission to do so has been previously given by the Library Director. The library encourages the widest possible use of its meeting rooms by the community within the framework of this policy. Abuse of meeting room privileges may be grounds for denial of permission for future use.

- Adults 18 years and older, or 14 and older with authorization of library staff for educational purposes can use the meeting rooms. Users must complete a meeting room reservation form and may be asked to provide proof of insurance.
- Direct sales are prohibited and no fees can be charged by groups or individuals using library meeting space.
- Meeting rooms are available during scheduled Library hours only.
- Cancellations must be received 24 hours prior to the scheduled booking or limitations may be placed on the individual/organizations ability to book a meeting room in the future.
- Failure to arrive at the time of booking will result in the reservation being cancelled 30 minutes after the booking time to allow for other patrons to use the room.
- Library programs have priority over all other uses. Other programs will be scheduled on a first-come basis with priority given to governmental and non-profit use.
- AV equipment is available for use. Contact person must arrange training in advance with library staff. Use of this equipment may be restricted by the availability of library staff to assist with support.
- All meeting room users must abide by the library's Customer Code of Conduct.
- Reasonable care of the room and its furnishings will be the responsibility of any group using the facility. If excessive cleaning or repairs are necessary, the contact person is financially responsible.

Attendance must not exceed the fire code regulations.

- The Library Director and/or designated staff members have the authority to accept, renew, or reject requests for use of the room under the established

policy. To promote the accessibility of the meeting rooms to a wide variety of community groups, the library may limit meetings for any organization.