

## **XV. Meeting Room Policy**

The Library or another room in the City Hall multi use complex shall follow the building use policy of the City.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The room may be reserved no more than ninety days in advance.

It is understood that library programming will have first priority in room use.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

A refundable cleaning/damage deposit is required. The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will forfeit the deposit and may be given notice that continued offense will result in additional deposits or denied access to the meeting room.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board, Librarian and staff do not assume any liability for groups or individuals attending a meeting in the Library.