

### **USE OF LIBRARY SPACE - General**

Library space is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of local organizations, businesses, clubs, and associations. The fact that a group is permitted to use the library does not constitute an endorsement of the group's policies or beliefs. All meetings held at the library must be open to the public.

Library programs take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting space for library purposes.

**APPLICATION:** Formal application shall be completed for the use of the Library outside of regular Library hours. The application shall be submitted to the Library Director. Reconfirmation of the meeting must be made with the Library Director at least one week prior to the meeting. Cancellations or change of meeting dates also must be cleared with the Library Director.

#### **General Rules of Use**

1. Meeting rooms may not be used for religious services.
2. The Library cannot be used for campaign purposes, party caucuses, activism (other than library) or meetings closed to the public.
3. Meetings held by a sitting elected official, for the purposes of discussing community issues/concerns is be allowed; whereas a political meeting of candidate(s) is not.
4. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of meeting space.
5. Individuals or groups using the meeting space shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
6. Attendance at authorized meetings may not exceed the maximum room capacity. \*NEED
7. No cooking may be done or food served without approval. No alcohol may be served at any time without approval. No smoking is permitted.
8. There is no charge for meeting space use during the library's regular hours of operation.
9. Programs should be planned so that meeting space shall be vacated **15 minutes before closing** time unless other arrangements were agreed upon prior. If scheduling a meeting after regular library hours a service fee may be required.
10. Meeting space must be left in the condition in which it was found. Tables and chairs should be returned to the positions in which they were arranged.

11. Meetings during Library hours must be conducted in such a way as not to disturb regular library operations.
12. Use of audio-visual equipment must be arranged at time of reservation.
13. Library personnel will not move or rearrange heavy equipment.
14. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
15. The applicant accepts liability for either damage to library facilities or loss of library property.
16. The Library reserves the right to close due to adverse weather conditions and will make every attempt to contact the applicant.
17. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
18. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
19. Certificate of Insurance shall be submitted to the Library when deemed necessary by the Library.

Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the Library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

Adopted: March 11, 2009  
Revised: March XX, 2017