

USE OF LIBRARY SPACE

Library space is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes. The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be open to the public.

Programs that are planned by the Library 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 for the use of any meeting room is made with the Head of Library Services of the Library. An individual responsible for the meeting must complete and sign an application form. Reconfirmation of the meeting must be made with the Head of Library Services at least one week prior to the meeting. Cancellations or change of meeting dates also must be cleared with the Head of Library Services of the library.

General Rules of Use

1. Meeting rooms may not be used for religious services, sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited.
2. Political meetings are acceptable under the following guidelines:
The Library cannot be used for campaign purposes, party caucuses, activism or meetings closed to the public.
Meetings held by a sitting elected official, for the purposes of discussing community issues/concerns would be allowed; whereas a political meeting of candidate(s) would not.
3. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of meeting rooms.
4. Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
5. Attendance at authorized meetings may not exceed the maximum room capacity.
6. No cooking may be done or food served without approval. No alcohol may be served at any time without approval. No smoking is permitted.
9. There is no charge for meeting space use during the library's regular hours of operation. 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 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