

Meeting Room Policy

1. Prior approval must be received from the Library Director.
2. Meeting room(s) in the library may be reserved for use by non-profit educational, civic, cultural, governmental and business groups. Exceptions to this rule must be approved by the Library Director. Committees or associations affiliated with more than one church for business transactions, when no religious services are involved, will be allowed meeting room space. Labor organization meetings will be interpreted to be business type meetings. Employee groups of business firms will be interpreted as educational groups, provided management is not using the meeting as a sales or promotion-type meeting. Any for-profit organization will be assessed a fee of \$25.00 per hour using the library facilities after regular library hours. All organizations and tutors using the library facilities after regular hours will pay a flat fee of \$25.00 to cover the cost of additional staff. All organizations using the library facilities during regular hours are asked to make a donation.
3. Meetings will be held during regular library hours unless other arrangements have been made with the Director (borrowing organization to compensate Library for after-hours staff wages). Usage is limited to one meeting per month.
4. The library normally will not provide personnel to assist in the handling of exhibits and other materials needed by the groups using the meeting room(s).
5. The person(s) using the Meeting Room shall furnish equipment needed, and will be responsible for cleaning up afterwards.
6. The form "Meeting Room Application For Use" shall be filled out when approval is requested.
7. Meeting space is **not** guaranteed until approved by the Director.

The Library Board of Trustees reserves the right to alter this policy without prior notice.

Approved 03/04/14

Revised 01/07/20