

## **Meeting Rooms Policy**

### **Meeting Rooms**

1. Meeting rooms are available free of charge to all authorized users. Authorized users are educational civic and cultural organizations.
2. Meeting rooms consist of the auditorium, the conference room and the local history room.

### **Restrictions**

1. Use of the meeting facilities for library functions takes precedence over any other use.
2. No fees, charges, or collections may be made by any organization at the library.
3. The Library reserves the right to limit the frequency of meetings to insure the widest possible opportunity of use for the meeting facilities by as many organizations as possible.
4. The Library reserves the right to deny organizations the use of meeting facilities if they fail to follow rules and procedures herein or if they act in a disorderly manner.

### **Reservations**

1. Reservations, on a first-come, first-served basis, must be made with the director, adult services librarians, or their designated representatives.
2. All organizations using the meeting facilities must complete a meeting facilities application/ registration form and returned no later than 5 days before the date of use. Reservations will not be made prior to the filing of the form.

### **Rules for Use**

1. Meeting rooms are available only during the normal operating hours of the library. Meetings must terminate 15 minutes prior to the posted closing time of the library.
2. All meeting must be free and open to the public.
3. Neither the name nor the address of the library may be used as the official name, address or headquarters of an organization using the meeting facilities.
4. The library is not responsible for equipment, supplies materials, or other property owned by organizations using meeting facilities.
5. Light refreshments may be served.
6. Only furniture furnished by the library may be used without approval from a librarian.
7. Each group is responsible for cleaning up after use, returning moved furniture to its original location, and for the replacement of lost or damaged equipment. Any group not leaving the room in a neat and orderly condition will be notified that a second offence will result in its being denied further use of the room.