

B. USE OF THE COMMUNITY ROOM

P6200

1. The library is pleased to be able to offer a meeting room with a seating capacity of 50 for use by community groups which offer philanthropic, civic, educational or cultural programs. Reservations may be made through the library staff on a first-come, first-served basis. Application forms must be filled out by a representative of the organization seeking to use the room. Such individual shall accept responsibility for any damages to library equipment and furnishings which may occur. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. 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.

1. The following are general rules of use for the community room:

- a. All meetings must be open to the public.
- b. The room may be reserved no more than ninety days in advance.
- c. It is understood that library programming will have first priority in room use.
- d. There will be no charge for use of the meeting room.
- e. No admission may be charged by the group.
- f. Refreshments, with the exception of alcoholic beverages may be served and shall be provided by the group. No smoking is allowed.
- g. The people using the room shall be responsible for setting up the room before and after use and leave it in neat, clean, orderly condition; if not, a cleaning fee may be charged.
- h. 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. Library equipment is available for use by groups with the prior approval of the director
- i. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
- j. The meeting room is not available for purely social or commercial functions.
- k. A meeting may be terminated if found by the director to be disruptive to regular library services.
- l. The meeting room has a separate outside entrance and may be used after hours with the consent of the director.

- m. The library board reserves the right to refuse an application if the intended use violates any library policy.
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 - b. The library board reserves the right to refuse an application if the intended use violates any library policy.
 - c. Library programs will be given priority in the reservation of this room.
 - d. Programs must not disrupt the use of the library by others.

Updated 2/4/09