

MEETING ROOM POLICIES

Amended by the Board of Trustees November 16, 2023

The citizens of the community are encouraged to use the meeting room for group meetings and exhibitions without charge. The following guidelines are being provided for its use.

1. Library related activities under the direction of the librarian, and meetings under the auspices of library associations or local government shall have first priority for the use of the meeting room.
2. Community groups may schedule meetings provided that:
 - A. The meeting is open to the public and/or its principal focus is cultural, educational or in the public interest.
 - B. The meeting room is not used for purely social, religious or commercial purposes not related to the library and no admission charge is made. Fund raising activities for library building fund shall be reviewed by the board on a case by case basis where use of meeting room is contemplated and a fee or specific invitation is involved.
3. Political usage- Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted.
4. A group may schedule only two meetings at a time (within the current month or the following month).
5. The library board or library staff will not be responsible for loss or damage to any property belonging to the organization or its members brought to the building for use during the meeting.
6. The organization using the room is responsible for any damage or breakage to the premises or its contents by members or guests of the group.
7. A request for use of space by minors must be made by an adult who will agree to be present and responsible for the meeting and for any damage incurred.
8. 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.
9. The library reserves the right to revoke permission to use the facilities.
10. Although no charge is made for use of meeting room, donations will be gratefully accepted.
11. Meetings should not be scheduled for times the library is not open.