

Community Meeting Rooms

The _____ Library, as an open forum promoting knowledge, ideas, and cultural enrichment, makes meeting rooms available to organizations engaged in educational, cultural, intellectual, civic, or charitable activities.

- All meetings must be free and open to the general public. Admissions fees are not permitted. No donations, raffles, collections, fees, or sales of any kind may occur. Exception: organizational dues or a nominal amount to cover the cost of refreshments may be collected.
- Commercial uses of these meeting rooms are prohibited, including use by organizations that are making sales or solicitations, or whose primary purpose for holding a meeting is to sell or solicit names for future sales.
- Library sponsored events take precedence over those sponsored by other organizations. The library and organizations affiliated with the library (e.g. Friends of the Library) may collect moneys during library fundraising events including book sales and author lectures.
- Private uses of these facilities are excluded, including birthday parties, play groups, and business meetings.
- The name of the organization and the name and phone number of the person making the room reservation may be posted or given to anyone who inquires.
- A nonrefundable fee for making a reservation is payable at the time the room is booked. This fee cannot be transferred to another date or applied to another organization.
- The person who makes the meeting room reservation is responsible for ensuring that use of the room is in accordance with library policies and rules. Failure to comply with library policies and rules will result in loss of permission to use the room. Loss or damage to library property will result in assessed charges.
- Smoking and alcoholic beverages are not permitted anywhere in the library.
- Animals are not allowed in the library with the exception of service animals.