

## MEETING ROOM POLICY

In accordance with the goals and objectives of the \_\_\_\_\_ Public Library, meeting rooms are provided to enhance library services to the citizens of \_\_\_\_\_. Meeting rooms are primarily for the use of library staff to present library-sponsored programs. **The library reserves the right to cancel reservations for meeting rooms if the space is needed for library activities or to provide substitute facilities if necessary.**

When not in use for library-sponsored events, meeting rooms are available for use by community groups that meet the library's guidelines and for purposes that are consistent with the library's mission, goals, and objectives.

First preference will be given to groups that are using or sponsoring the use of \_\_\_\_\_ Public Library materials or programs. Examples of this category are: Friends of \_\_\_\_\_ Public Library, genealogical groups or clubs, and book discussion groups.

Second preference will be given to non-profit, cultural, scientific, humanitarian, self-help, educational, and community-service groups whose purpose in meeting is to provide information, study, or problem-solving. Examples of this category are: wildlife and nature organizations, social service agencies, hobby and special interest groups, and city departments.

\_\_\_\_\_ Public Library's meeting rooms are not available for private social gatherings, for money-raising, commercial purposes, for religious services or ceremonies, or for the benefit of private individuals or commercial concerns. They are not available to organizations whose primary business is offering classes for profit or academic credit. Except as required by State Statute for social service agencies or related entities or as otherwise prescribed by governmental rule or regulation, Meeting rooms may not be used by groups whose meetings are closed to the general public. Meetings for which tuition or fees are charged or may be recouped through sales or commissions at a later date are not allowed. They are not available to non-profit organizations or trade associations formed for the benefit of commercial concerns.

The fact that a group is permitted to meet in the library does not in any way constitute library endorsement of the group's policies or beliefs.

## REGULATIONS

1. Advance reservation of meeting rooms is required for all non-library groups.
  - a.) Reservations for use of meeting rooms shall be made with the library staff member in charge of the meeting room schedule in each building.
  - b.) A Meeting Room Application must be completed and signed by the group requesting use of a meeting room at least forty-eight hours in advance of the meeting room use. Tentative reservations made by phone will be honored for twenty-four hours prior to an application form being submitted. All meeting room applications must be approved by the Library Director or his or her designated representative before a meeting room may be used. It is understood that inquiries concerning a meeting room reservation will be referred to the person signing the application.
  - c.) Reservations may be made no more than twelve months in advance of the meeting. The library shall have the right to limit the number of meetings held by any organization in order to make space available to as many groups as possible.
  - d.) Reservations will be made only for the dates listed on the application. Additional applications must be made for additional times.
  - e.) Meetings rooms are in heavy demand. The signed Meeting Room Application constitutes an agreement that a meeting will take place. If a meeting is canceled, the library must be notified as soon as possible so that this space may be made available to others. Failure to notify the library that a meeting has been canceled will be cause for refusing future requests by that group for meeting room space.

2. Requests will not be accepted to reserve meeting rooms for tutors. However, volunteer tutors may use the meeting rooms on a walk-in basis if not booked and on Sundays.