



Large Meeting Room Policy

Meeting Room may be reserved no more than ninety days in advance.

1. The library Meeting Room may generally be used, when available, by non-profit organizations and groups carrying out non-profit, charitable, religious, educational, or other community related activities within the library Service Area. Religious groups may use the meeting room for special meetings, but not for regularly scheduled religious services. Reasonable proof that any organization meets the criteria set forth in this policy for use of the room may be required by library staff.
2. The library District is a governmental entity and as such, all activities conducted in the Meeting Room shall be done in accordance with all applicable laws and shall be conducted on an equal opportunity basis.
3. The library Meeting Room is provided as a community service and not intended for commercial uses, however, reasonable materials fees may be charged. The use of the Meeting Room shall in no way constitute any type of support of or endorsement of any activity, purpose or position of any organization or person using the Meeting Room by the library District or any of its officers, employees or agents. No organization shall be allowed in any way to engage in any activity, which would tend to make any person believe that the library is supporting or otherwise endorsing any activity of the organization. No group or person may use the library telephone numbers, address, e-mail, web site or other proprietary information of the library as a point of contact or for any other promotional purposes.
4. Library programming or other regular uses of the Meeting Room shall have first priority, and otherwise the room shall be scheduled on a first come first served basis. The library may provide for scheduling exceptions for organizations conducting regular meetings, and applications for those meetings may be submitted in November of any year for scheduling in the following year.
5. Any person or organization desiring to use the room shall complete and sign a Room Use Agreement and shall agree to abide by the terms of this use policy. A deposit may be required to assure that the room is cleaned and that no equipment or fixtures are damaged.
6. Any violation of any provision of the policy or breach of the use agreement will result in the imposition of a deposit for any future use of the room, and may result in the denial of a request for use.
7. The room shall not be used for any illegal or dangerous activity. Refreshments provided by the user may be served in the room, but no tobacco or alcohol may be served at any time. No illegal or other banned substances shall be brought into the room at any time.
8. The room shall be cleaned and left in an orderly and neat condition after each use and, unless otherwise agreed, all furniture shall be returned to its location prior to the use.
9. Arrangements must be made to use any electronic equipment in the room and the responsible person must assure that they are trained on the use of any equipment to avoid damage.
10. The library shall not be responsible for any injury or damage of any type to any person or any property arising from or related to the use of the room. Any person using the room shall be deemed to have waived any type of claim that may in any way be related to the use of the room against the library District, its officers, employees or agents.

11. A copy of a summary of this policy shall be posted in the Meeting Room to provide notice of its provisions to all users of the room.

The meeting room is equipped with:

- 10 tables that accommodate approximately up to 40 chairs and 10 tables.
- covered electrical outlets inset into the floor
- a Smart Board at the north side of the room for projection and touch screen using library projector, DVD or BluRay player, laptop computer, laser pointer and mouse.
- A podium and wireless microphone.

Please notify library staff at least 24 hours prior to your meeting if any media equipment will be needed.

Refreshments may be served. A sink without disposal & microwave are available.

PROPER USE AND CARE OF THE FACILITY

Any group using the meeting room has a responsibility to safeguard the room, furniture, and equipment. Further, it is the group's responsibility to leave the room in a neat, clean and orderly condition. The group needs to take out the trash at the end of their use, **wipe off the tables**, and use the library's **vacuum** if a large mess was made on the floor. Any misuse of the facility or equipment will result in the denial of further access. *Please notify library staff of any damages to the meeting room as soon as possible.* We ask that you also stack the tables and chairs, the way they were found so that the next group will be able to set up the room as they need.

Set the thermostat with only moderate temperature changes up or down. A change of one or two degrees makes a noticeable difference.

CLOSING PROCEDURES

If meeting is held during library operating hours, notify any staff member that the meeting has adjourned. After normal operating hours, refer to the separate *Opening & Closing Procedures* sheet. Return the key and usage count sheet in the library's outside drop box after you lock the doors.

LIMITS OF LIABILITY

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending the meeting. The library board and staff do not assume any liability for groups or individuals attending a meeting in the library.