

# LAVENIA MCCOY PUBLIC LIBRARY

884-2222

## MEETING ROOM GUIDELINES & POLICIES

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

### GENERAL POLICY

The meeting room is available to organizations whose mission is consistent with non-profit ideals and congruent with library services. 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 library board.

There will be no charge for use of the meeting room. The group is responsible to pay for damages, cleaning, or re-keying should keys be lost. The signing individual will be responsible for collecting any required funds.

Religious organizations are welcome to hold special meetings, but not regular services.

It is understood that library-sponsored classes and/or functions will have first priority in room use.

### FEATURES & FUNCTIONALITY

The meeting room is equipped with:

- 10 tables that comfortably accommodate up to 50 chairs
- a whiteboard (with a tackable surface surrounding the whiteboard) at the front of the room for lecture notes
- covered electrical outlets inset into the floor
- projector screen for use with library-equipped projector, VHS/DVD combo player, laptop computer, laser pointer and a remote mouse.

*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, and take out the trash. 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.*

Set the thermostat with only moderate temperature changes up or down. A change of one or two degrees makes a noticeable difference. When leaving, set the thermostat to "auto" during the winter and "off" during the summer.

After library hours, leave the front doors closed and locked. Post the *Notice*, provided by library staff, directing late arrivals to knock at the front door or patio door to enter. This simple action will prevent higher utility costs associated with heating/cooling the lobby and will allow you to restrict entrance to members of your group. The signing party is responsible for everyone allowed to enter.

### **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.

### **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.