

Meeting Room Policy

_____ Library

The following are rules and regulations of the _____ Library. These are effective _____ 2005 as adopted by the Board of Trustees of the _____ Library.

The room is available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

Meeting room use will be available to groups that support the mission of the library to be determined by the Board of Trustees. However, this does not constitute the library's endorsement of any group's policies or beliefs.

The room may be reserved no more than ninety days in advance.

It is understood that library programming will have first priority in room use.

There will be **no charge** for use of the meeting room.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Adopted _____ 2005 by the _____ Library Board of Trustees.