



Meeting & Study Room Policy

Purpose & Availability

The Library's meeting rooms are available for library programs, civic, cultural, educational, and informational meetings. Use of the meeting rooms does not imply library endorsement of the ideas, goals, or objectives of the organizations using them.

- Library-sponsored programs and events have first priority. All other reservations accepted on a first-come, first-served basis.
- Meeting rooms are available during regular library hours.
- Reservations accepted up to three months in advance.
- Meeting rooms are not available for commercial use, personal social gatherings, or individual use.
- All meeting room use is subject to library approval and discretion, including exceptions to standard policies where appropriate.

Reservations, Fees & Cancellations

- Groups may use a meeting room once per calendar month at no charge. Additional meetings in the same month incur a fee of \$20.00 per hour.
- Failure to pay an invoice within 30 days may result in the loss of meeting room privileges.
- Cancellations or reschedules made less than 24 hours in advance will count as a room use for that month, and groups may be billed accordingly.
- Repeated no-shows or late cancellations may result in the loss of meeting room privileges.

Acceptable & Prohibited Uses

- Meeting rooms may be used for traditional meetings, such as discussions, presentations, or lectures.
- Activities such as crafts, movie screenings, or physical activities require prior approval by library staff.
- Meeting rooms are not available for private parties.
- Meetings that involve sales, fundraising, solicitation, or order placement prohibited, except for library-sponsored events.
- Groups may charge attendees only to recoup the cost of food or materials if approved by library staff.
- Programs that could result in financial gain for an organization or individual are not permitted.

Liability, Responsibility & Room Use Guidelines

- Groups assume responsibility for any damage, lost items, or excessive mess.
- The Library is not liable for accidents, injuries, or lost/stolen items during meeting room use.

- Groups must comply with all local fire codes, occupancy limits, and ADA requirements.
- Food and non-alcoholic beverages are permitted in designated meeting rooms (Large Meeting Room, West Meeting Room, East Meeting Room).
- Rooms are set up in a standard configuration. Groups must return the room to its original setup after use.
- Groups will be charged for labor and materials to cover the cost of resetting the room, damage to the room or library equipment, or extraordinary room clean up that result from use.
- Meetings for children and teens require adult supervision (minimum 1:10 ratio).

Equipment & Conduct Expectations

- The Library provides basic AV equipment (e.g., projector, screen, etc.) on request.
- Users must test equipment in advance—staff may not be available for troubleshooting.
- Personal devices and software must be compatible with library technology; library staff are not responsible for tech issues.
- Meetings must not disrupt regular library operations.
- Amplified sound must be kept at a reasonable level.
- Open flames, hazardous materials, and excessive decorations are prohibited.

Library's Rights & Policy Enforcement

- The Library reserves the right to reschedule or cancel reservations to accommodate library-sponsored programs.
- The Library may revoke permission to use the meeting rooms with adequate notice and sufficient reason.
- The Library's [Conduct in the Library Policy](#) applies to all meeting room and study room use.
- Groups that violate policies multiple times (e.g., non-payment, no-shows, damage, unauthorized activities) may result in loss of meeting room privileges for six months. Appeals can be made to library administration.

Study Room Use

- Study rooms may be reserved once per week in advance; additional use within the same week is available on a first-come, first-served basis.
- Study rooms intended for individual or small group use and are not subject to the same meeting room policies.
- Users must vacate the study room at the end of their reserved time if others are waiting.
- The Library's [Conduct in the Library Policy](#) applies to all study room use.

Approved:

December 2001

Reviewed and/or Revised:

January 2005, December 2006, February 2009, January 2010, February 2011, July 2011, May 2013, November 2014, February 2016, March 2016, January 2017, March 2017, June 2018, April 2022, **February 2025**

Promoting discovery. Inspiring creativity. Engaging community.