

Meeting Room Policy

- The purpose of the Library's meeting rooms is to provide space for library programs and events, and civic, cultural, educational, and informational meetings.
- Use of the meeting rooms does not imply Library endorsement of ideas expressed in the meetings or of the goals and objectives of the organizations using the facilities.
- Meeting room use is granted on a first-come, first-served basis. Reservations are taken not more than three months in advance.
- Meeting rooms are available during regular library hours. Groups may hold meetings once per calendar month at no charge. A fee of \$20.00/hour will be charged for subsequent meetings held in the same calendar month. Once invoiced, failure to pay for meeting room use within 30 days may result in the loss of meeting room privileges.
- No-shows and cancellations or reschedules made less than 24 hours before the meeting time will count as a room use for that month—groups may be billed accordingly. Multiple cancellations or no-shows may result in the loss of meeting room privileges.
- Meeting room facilities may be used for traditional meetings only (i.e. a sit-down gathering between a group of individuals during which a discussion or presentation occurs). Crafts, movie screenings, physical activities, and other non-traditional meetings require pre-approval from library staff.
- Rooms are not available for private parties.
- Meetings that charge admission or attendance fees or that in any way promote sales, solicitation of later sales, order placement, or fundraising are prohibited except for events that benefit the Library. Charges to recoup actual cost of food and materials are acceptable on a case-by-case basis as authorized in advance by library staff.
- Programs by organizations that could obtain financial gain through contact with attendees are not allowed.
- Under adequate notice and for sufficient reason, the Library reserves the right to revoke permission to use the meeting room.
- Food and non-alcoholic beverages may be served in the Large Meeting Room, the West Meeting Room or the East Meeting Room.
- All rooms are set in a standard room set-up and groups are responsible for returning the room to the standard set-up. 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 results from use.
- Individuals and groups may make an advanced reservation of library study rooms once per week. Subsequent use of the study rooms that week will be on a first-come, first-served basis.
- Meetings for children and teens must have adult supervision (no less than a 1-10 ratio).
- The Library's Conduct in the Library Policy applies to use of the meeting rooms.
- The Library reserves the right to reschedule or cancel confirmed meeting room reservations to accommodate library-sponsored programs and events.

Approved
2001

Revised
January 2005
December 2006
February 2009
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