



Meeting Room Use Policy

The library has two meeting rooms, which are available at no cost to individuals, community groups, associations, and agencies during library hours when such space is not being used for library-sponsored programming. The Community Room's maximum occupancy is 35 people, and the Small Meeting Room's capacity is 12 people. Capacity may be subject to other Board restrictions. While the rooms are accessible to the physically disabled, there are no assistive devices available.

The rooms are available by reservation on a first-come, first-serve basis. Reservations can be made between three days and up to three months in advance and are subject to approval by designated library staff. Individuals or group representatives must fill out the online reservation request for each date with the name of the individual or group and the name, address, email, and phone number of the reservation day responsible contact person who is at least 18 years old. Up to six meetings may be scheduled at once.

The projector and screen in the Community Room or the 65" TV may be used in either room if arrangements are made in advance. This can be done by emailing or calling the library after your reservation is approved. Library staff may help with equipment setup. No signs, posters, displays, or decorations may be put up without prior permission. The library cannot store materials for the group before or after its reserved time.

Room use priority is given in the following order:

1. Library activities
2. Library co-sponsored programs.
3. Public community-based programs
4. Other public programs

The rooms are intended for specific events but may be used for regularly scheduled, ongoing meetings on a room-available basis. It is not available for private parties or social gatherings. If either room is empty, small groups may request immediate use for study or tutoring. Granting immediate access is at the library staff's discretion. No one under 18 will be allowed to use the Community Room. All users will be required to



check-in at the service desk, provide their full name, and verbally acknowledge the meeting room rules. Tutors are required to adhere to the library's Tutoring Policy.

No meeting open to the general public may require attendees to sign in, nor may they be charged an admission or membership fee to attend. Individuals and Groups may not use the room to advertise, sell, or solicit the sale of goods or services. Neither the name nor the address of the library may be used as an individual's or group's address.

The library endorses the principles adopted by the American Library Association in the Library Bill of Rights regarding meeting room use which state, "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

Authorization to use meeting rooms does not constitute an endorsement by the library of a group or organization's positions or beliefs.

The Library assumes no liability for injuries or damage to personal property that occur as a result of the use of the meeting rooms. Users are responsible for discipline and personal conduct of members of their groups. They also assume responsibility for any damage to Library property resulting from their use of Library facilities.

Meetings of groups whose members are under the age of 18 must be supervised and attended by an adult. Persons bringing children to meetings must assume responsibility for their care and behavior. All persons must abide by the Library's Behavior Policy.

Smoking, vaping, and alcoholic beverages are prohibited. Light refreshments are allowed. Users are responsible for leaving the room in the condition they found it.

Cancellation of scheduled meetings should be done as soon as possible. It is the group's responsibility to notify the public of a change of date, time, or cancellation. Failure to cancel a reservation can result in loss of meeting room privileges for 6 months.

The Library Director is responsible for the administration of the Meeting Room policies. The Director has full authority to grant, refuse, or revoke permission or to set conditions for the use of the meeting rooms. Appeals can be made to the Library Board of Trustees.

[Meeting Room Use Request](#) (link to reservation request) .