

Meeting / Conference Room Policy and Regulations

Video Surveillance in Use in Rooms

Adopted December 2008 Revised February 2012

Purpose

The Elizabeth Jones meeting room is available for use by community groups for informational, educational, and cultural meetings and programs when not needed for library purposes. Use of the library meeting rooms does not imply endorsement by the library staff or Trustees of the viewpoints presented.

Policy

The only organizations which may meet regularly are those whose work is related to the libraries educational program. All programs sponsored by or in partnership with the library have preference to the use of the meeting/conference room.

No admission fee may be charged for entrance to a meeting or program. Fees for study groups, discussion series, conferences, or similar meetings may be collected if permission has been secured in advance from the librarian.

Meetings which would interfere with the work of the library because of noise or other factors will not be permitted.

In order to allow ample availability for all, the conference room may only be reserved twice a week and the meeting room may be reserved only once a month.

The Meeting/Conference room will not be available during days / hours the library is closed

In order to provide these services, the library reserves the right to request a compensation/fee of \$25.00 per use prior to the room's use (non-refundable if cancelled). This amount must be provided before the room will be held officially for your meeting. This compensation/fee will be used to reimburse the cost of services rendered to the room such as janitorial, utilities, alarm system, exterminator, etc...

Regulations

Applications from organizations for the use of the meeting/conference room are to be made on the library's request form at least one week prior to the meeting date but no more than 30 days.

These applications are available in the library. Requests will be granted in the order in which they are received completed with the compensation of \$25.00.

Reservations will be made by a responsible member of the organization who will see that all regulations are followed.

Groups of high school age and under must be sponsored and their meetings attended by an adult.

As a non-profit organization, commercial activities are not permitted.

Social activities are prohibited in our meeting/conference room
ex. Weddings, baby showers, birthdays, reunions, receptions, social gatherings etc.

The applicant will be responsible for discipline and reasonable care of the room and furnishings and will pay for any damage.

The room is to be left in an orderly condition, which includes: Putting tables in closet, chairs single row against wall, washing of any dishes borrowed, vacuum floor. The organization will clear away any clutter or untidiness caused by its activities.

The library will not provide storage for the property of organizations which meet in the library nor may the library be used as the official address of headquarters of any organization.

Only light refreshments may be served, such as cookies, sandwiches, coffee, tea, or cold drinks. There shall be no smoking or alcoholic beverages. The Library Will Supply A Garbage Can but 30 Gallon Garbage Bags Are Not Supplied.

The library is not responsible for equipment, supplies, or other items owned by a group or individual and used in the library, all of which must be removed from the library at the end of the meeting for which they are used.

Arrangements must be made with the librarian for operation of the library's audiovisual equipment and such equipment may be used only at the library.

Exhibits (non-commercial) of interest to library patrons and the public may be arranged by groups (such as hobby clubs) with the librarian, but the responsibility for the security of the exhibits must be assumed by the exhibiting group. The exhibits will be scheduled to fit into the library program.