

The Library's public meeting rooms are provided free of charge and may be used for either private meetings or public programs. At the time of booking the Director must be informed of the topic of programs presented to the general public. Public programs must be open to all.

Permission granted to use public meeting rooms in no way constitutes endorsement of the policies or beliefs of any group or organization.

The Library reserves the right to deny requests for use based on the availability of space and/or the frequency or appropriateness of use as determined by the Director. The Library reserves the right to set aside meeting rooms during specific blocks of time for use by the Library. The Library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the Library's control.

## Rules governing use of Library meeting rooms by outside groups:

- Public meeting rooms may be used only during Library hours, unless approved by the Director.
- Groups must vacate the meeting room at least ten minutes before the closing of the building.
- Library meeting rooms and kitchenette must be restored to their original condition at the conclusion of the event.
- Unlawful or inappropriate activity shall not be permitted in meeting rooms. Such activity shall be grounds for immediate expulsion and may be a basis to deny future use of the public meeting rooms by any organization violating this policy.
- Meetings may be terminated if they are disruptive to Library services.
- If a group's words or actions disrupt or harass others in the Library; or, if overheard, cause others to feel that the Library is an unsafe space, the Library's *Acceptable Behavior Policy* will apply. Meetings conducted in a manner contrary to the safe space mindset established by the Library may be instructed to dismiss prior to the scheduled end of the meeting room reservation.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- Permission to use public meeting rooms is not transferable by any organization whose application is approved.
- Public meeting room users agree to pay for any and all damages to Library property incurred while the applicant is using such property.
- Light refreshments may be served in conjunction with a meeting or public event, with advance permission from the Library Director. If approved for refreshments, the kitchenette, including the refrigerator, may also be used.
- Non-library related, parties, luncheons, and receptions — or any catered events beyond light refreshments — are not permitted.
- The Library is not responsible for personal items lost, stolen or damaged during an event.
- The use of Library equipment may be requested when applying for the use of a room. Equipment available is listed on the meeting room request form.

## Use of the kitchenette:

- Groups using the Library's meeting rooms may also request in advance the use the kitchenette, kitchenette supplies, and equipment for the serving of approved light refreshments.
- Damage to the kitchenette or abuse of its free supplies and equipment may incur a fee, to be determined by the Library Director. Fees may also be charged if the space is not left in the manner found.
- The Library must be informed if the group is unable to clean appropriately with the supplies on hand.
- Groups may bring their own supplies for a program no more than 1 day prior to the program. The Library is not responsible for securing personal items left in the kitchenette.

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