

MEETING ROOM POLICY

This policy is being established in order to protect all library users' right of access to library facilities.

The meeting room may be reserved in compliance with the following regulations:

1. Library Programs shall have first access to the Meeting Room.
2. Use of the Meeting Room is free once a month for non-profit organizations and available during the hours the library is open.
3. Use of the Meeting Room is available for local businesses for a nominal donation.
4. A completed request form is required and must be approved, in order for the event to be entered on the calendar.
5. Users of the Meeting Room are asked to help maintain its cleanliness.
6. Any meetings that would be disruptive to the use of the library are prohibited.
7. If the Meeting Room is vacant, please check at the circulation desk.
8. Final decision of the Meeting Room rests with the Library Board and/or Director.

Created: 10/20/09