

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 \$75.00 up to 4 hours and \$150.00 for full 8-hour day (single non-recurring meeting) for profit and non-profit organizations and available during the hours the library is open. **All meetings will conclude 15 minutes before the library closes.**
3. A completed request form is required and must be approved, in order for the event to be entered on the calendar.
4. Users of the Meeting Room are asked to help maintain its cleanliness.
5. Any meetings that would be disruptive to the use of the library are prohibited.
6. Final decision of the Meeting Room rests with the Library Board and/or Director.
7. No food or drink allowed in meeting room.

Adopted 10/20/09

Amended 07/15/14

Amended 7/21/15

Amended 7/16/19 Amended 8/20/19