

## Phillips Free Library

### MEETING ROOM POLICY

The Phillips Free Library's Computer Lab is available as a meeting room free-of-charge on a first come, first serve basis to groups serving the needs of the community, such as educational and literacy groups, civic betterment organizations, cultural and artistic groups and other groups. The room holds only 10 people and cannot be used when regularly scheduled library programs are occurring.

For profit groups or groups needing more space, may use the library's community meeting after library hours for a fee of \$50.00/hr, if a staff member is available to be present. This request needs to be made at least 30 days in advance.

Library events always have priority for library space. The library reserves the right to cancel advance reservations in favor of library programming with 30 days notice.

Groups wishing to reserve either space are to be referred to the library director or her designee for approval. Dates are not to be posted without approval.

A group can use the room a maximum of 12 times a year, or at the discretion of the library director.

**The library does not set up the room for groups and doesn't provide any equipment. All groups utilizing the facility are expected to return the room's tables, chairs, and any other moveable items to their original places. In addition, any and all food or drink items will be removed from the room and the refreshment area cleaned and left in an orderly manner. Food and drink may not be taken out of the meeting rooms to any other areas of the library.**

The library director or her designee reserves the right to refuse the use of the room whenever such use does not conform to these policies, with final approval of the library board.

*The Phillips Free Library commits itself to serving all persons without regard to race, color, sex, religion, age, marital status, national origin, disability, ex-offender status or sexual orientation.*

## AGREEMENT

Groups are welcome to serve light refreshments. Advance notice must be provided if food-catering services will be used.

Alcoholic beverages are not allowed.

The library does not supply utensils, dishes, or paper products. Nor do we supply and set up equipment for groups.

**The library does not set up the table and chairs for any groups using the meeting room. The meeting room and kitchen must be left clean and in the same set-up as it was found in. All waste and recyclables must be removed from library premises.**

Smoking is not allowed in any part of the library.

THE GROUP USING THE MEETING ROOM WILL BE HELD RESPONSIBLE FOR ANY PHYSICAL DAMAGE TO LIBRARY PROPERTY.

Signing of this policy constitutes an agreement by the undersigned to adhere to the rules of the Meeting Room Policy and to ensure that no member of the group violates the rules set forth.

Signed \_\_\_\_\_ Phone number \_\_\_\_\_

For \_\_\_\_\_ Date \_\_\_\_\_  
(Group Name)

Approved by the Board of Trustees 4/16/2018