

## MEETING ROOM POLICY: RICE PUBLIC LIBRARY

### 1. Purpose:

The meeting room(s) may be used free of charge by any local cultural, civic or educational group or organization. Because of space limitations, no more than 12 participants are permitted. Use of Library space does not constitute an endorsement of the group's philosophy or objectives by the Library. All meetings must be open to the public; interior Library doors must be left open at all times. The Library Meeting Rooms' primary purpose is to provide space for library functions. After library needs are met, the Meeting Rooms are available for use by local non-profit, civic, cultural, educational, recreational and community oriented groups. No library campus property may be used for religious or political campaign activities. Associated signage is also prohibited. Elected political officials may meet with their constituents with the library's prior approval if space is available.

### 2. Monetary Considerations:

No fees, charges, sales of any kind, nor soliciting of funds will be permitted.

### 3. Publicity:

No group will imply in its advertising that the Library has sponsored or supported its meeting(s) or group unless a formal letter with written permission to do so is given by the Library Director.

### 4. Agreement/Responsibilities:

a. A representative of any group using the Library's facilities must sign the application for usage and must strictly adhere to all regulations pertaining to Library usage.

b. Each group accepts responsibility for the conduct of its members during building usage.

c. A representative from each group must be designated as the person responsible for coordinating the meeting or program and for assuring that the program ends at the designated time. That person's phone number, address (and e-mail) must be on the application form.

d. No smoking is allowed in the building.

e. Only light refreshments may be served. Alcoholic beverages are not permitted.

f. Each group is responsible for setting up the meeting room itself and leaving the space in the same orderly condition it was found in.

g. The Library assumes no responsibility for the safety of any private property brought onto the premises, and no storage of non-Library property is permitted.

h. Any damage to Library property resulting from a meeting or program will be the responsibility of the organization using the Library.

Donations to defray Library costs are gratefully accepted.

THE LIBRARY RESERVES THE RIGHT TO ALTER THIS POLICY AS DEEMED NECESSARY.