

## Meeting Room Policy

Meeting Rooms are available to Library cardholders in good standing, and to local groups and organizations, for civic, cultural, informational, recreational, and educational purposes. No group may charge admission fees, or make commercial solicitations, or request donations, except for the cost of instructional materials in support of a program.

Facilities are handicapped accessible, and include the program room, history room, kitchenette, and rest rooms. An AED is located in the hallway next the Program Room.

Use of meeting rooms is free, with the understanding that everything is left in proper condition. A complete meeting room checklist is posted on the inside foyer door. The Trustees encourage ongoing programs to provide compensation to the Library by donations of money and/or services.

Arrangements for use of the meeting rooms must be made in advance with the Library Director, and are subject to the approval of the Trustees.

If using the meeting rooms outside of Library hours, the key must be picked up in advance, as close to the meeting date as possible. The key must be returned immediately following the program, after locking the back entrance door, by dropping it into the book drop located at the front of the Library.

If the meeting is held during regular Library hours, participants should make every effort to carpool.

Light refreshments may be served only if the group brings its own food, cleans thoroughly afterwards and removes any leftovers or other trash from the building.

Walkway and parking lot lights are controlled by a timer switch located inside the back foyer to the left of the outside door. The switch is on a timer and will shut off automatically.

There will be no smoking or alcoholic beverages anywhere in the building.

Meeting room privileges will be withdrawn upon cause.

I have read the Meeting Room Policy. My signature below signifies my agreement.

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_