

MARGARET WELCH MEMORIAL LIBRARY MEETING ROOM POLICY

1. Who May Use Meeting Room:

The use of the meeting room is free and shall be open to all groups and citizens on an equal and equitable basis. The library does not advocate or endorse the viewpoints of meetings or meeting room users.

- A. Non-profit groups may use meeting room without payment of fees. They must allow the general public access to their meetings and may not charge admission fees.
- B. For-profit enterprises may use meeting room for education and training, but may not sell or dispense their product, distribute advertising, or schedule appointments for follow up sales.

2. Scheduling of Meetings:

- A. Meetings may be scheduled for current month or 1 month in advance through the library. Date and time are available on a first come , first served basis. No group has an automatic right to a certain date on a regular basis.
- B. The library reserves the right to ask any group to change the time or date of its meeting if the meeting room is needed for library purposes.

3. Use of the Meeting Room:

- A. The meeting room is incorporated within the library and is available during library hours only. People using this room must end their meeting 15 minutes before the library closes.
- B. The library prefers that all users of the meeting room, park across from library on the frontage road or on the side of the library. Parking spaces are reserved for library patrons.
- C. All activities must be supervised on premises by at least one adult at all times.
The Margaret Welch Memorial Library considers the person reserving the meeting room ultimately responsible.
- D. Meeting room users shall set up the room before use. Put tables and chairs back where you found them. If you take extras from the storage room, please return them. Bag up any garbage and take it with you. The meeting room must be left in a clean condition. If the condition is unacceptable to the staff, the group will be billed for custodian services.
- E. The applicant is responsible for any loss or damage to library equipment, property or furnishings arising out of meeting room use.
- F. The library and its staff and representatives are not responsible for any loss or damage suffered by meeting room users or their guests.
- G. The library shall not be identified as meeting room user's address or office. The library will not receive mail on behalf of the user or keep any materials, equipment or personal property of the user. The library telephone number will not be used or listed as the user's telephone number.
- H. Groups who use the meeting room may serve light beverages and refreshments, (note: alcoholic beverages are prohibited.) Ask the librarian about the use of coffee supplies.

Adopted by: Margaret Welch Memorial Library May 11, 2017