MEETING ROOM POLICY

Library meeting rooms are available for use free of charge by community groups and organizations whose membership is composed primarily of residents of the Scenic Regional Library District as well as educational and governmental institutions.

Use of meeting rooms by groups is not an endorsement by Scenic Regional Library, its Boards of Trustees, or staff.

The Scenic Regional Library Boards of Trustees shall have the final authority to regulate use of meeting rooms when conflicts arise between the proposed use of the meeting rooms and the regulations outlined below.

The use of the meeting rooms is governed by the following conditions:

General

1. Meetings shall be open to the public and normally fees or collections for admission may not be charged. Programs conducted by educational institutions may pass on charges for tuition and supplies to registrants.

2. Meeting rooms may not be used for commercial purposes.

3. Classes in handicrafts involving paint or other related materials will not be permitted. Demonstrations will be permitted provided proper care is taken to protect library property including tables, chairs, and carpet.

4. Light refreshments (cookies, baked goods) may be served provided the premises are left clean and orderly.

   Food may not be brought in from restaurants or caterers and carry in meals will not be allowed.

   Punches should not include red or purple fruit juices or ice cream/sherbet.

   No alcoholic beverages will be allowed.

5. No smoking is permitted in meeting rooms and smokers are to use the container provided on the sidewalk by the front door to dispose of cigarettes.

6. **NOTHING IS TO BE TAPED, TACKED OR STUCK TO THE WALLS**.

(OVER)

Scheduling

1. Application for meeting room use shall be made in writing to the library administration in advance of a meeting date.

2. Library programs and library related programs have priority in the use of the meeting rooms.

3. Under normal circumstances, organizations may use meeting rooms only once a month. However, it will be possible to hold a series of meetings for a specified period of time when approved by the library administration.

Responsibility for Facilities and Equipment

1. Organizations must assume full responsibility for damage to library facilities and equipment. An authorized representative of the organization must sign a responsibility form before using the meeting room.

2. Organizations must assume responsibility for leaving the room in clean condition and ready for the next group scheduled to use the room. This includes picking up items on the tables and making sure the floor is free of crumbs, threads, needles, mud etc. A small sweeper is next to the counter at the back of the room.

   If there have been any problems (spills on carpet, etc.), groups are to fill out the form left on the counter at the back of the room.

3. It is the responsibility of the organization to have a representative pick up a key to the meeting room the day it is to be used or, in the event of a meeting being held on Sunday, on the Saturday before.

   Organizations must assume financial responsibility for lost keys/lock replacement.

4. Organizations shall obtain permission to use and provide a qualified operator for any special equipment used. Use of electrical and other equipment must conform to normal fire and safety standards.

5. Organizations must assume responsibility for conducting meetings in a manner that will not interfere with the library's operation.

Revised by action of the Board: July 17, 2007