

# Meeting Areas Policy

Meeting areas shall include the room designated as the Multipurpose Room (capacity 167) and the downstairs meeting area. These are designated for use by community groups as meeting and exhibition rooms.

## Application for use of Meeting Areas

1. The meeting rooms are available for a charge of ten dollars to civic, educational, and cultural groups for meetings and other uses pertaining to the welfare and benefit of the community. The room is not available for commercial purposes.
2. Groups using the meeting room may not charge an admission fee, solicit charitable contributions or take up a collection. Exceptions to this must be presented in written form to the Board of Trustees. Reimbursement for cost of educational materials used by a group when presenting a program is acceptable.
3. Applications must be made by adults, age 18 or over. Initial applications must be made in person. Meeting rooms are available once a month.
4. Only furniture furnished by the library may be used without special approval from the Library Director. Any special setups must be requested at the time application is filled out.
5. Light refreshments may be served. Use of the meeting room includes use of the kitchenette. Each group is expected to be responsible for cleaning up the kitchenette after use, for returning furniture to correct position and for replacement of lost or damaged equipment. Nothing may be attached to walls, doors, ceilings or draperies in the building. Any group not leaving the room in neat and orderly condition will be notified in writing, and will be denied further use of the room. Groups may be further denied the use of the meeting areas and may be liable for any damages and expenses incurred by the library as a result of violations of any of the policies. The library reserves the right to assess a custodial charge subject to the nature of the program.
6. The meeting room areas are available during library staffed hours unless special arrangements are made. Meetings should end 15 minutes before the library closes unless special arrangements are made. In the event a meeting runs long, there may be an additional charge to cover staffing of \$15.00
7. Reservations are on a first come first served basis. Two weeks notice is required and reservations may be made a year in advance.
8. All scheduled meetings will be recorded on both the application form and meeting reservation calendar.
9. **Alcoholic beverages, smoking or open flames are not allowed in the building.**

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10. Any press releases must in no way imply library sponsorship. The library's address and telephone number may not be used for any purpose (to retrieve mail or leave messages).
11. Children's groups may use the meeting areas provided that an adult sponsor, fills out the application, and the meeting is supervised by adult sponsors. There must be at least one adult for every ten children, unless special permission is obtained from the Library Director.
12. The Library director or designee reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on library premises.
13. The Library reserves the right to revoke or modify permission to use its meeting rooms, or to modify conditions imposed on the use of those rooms, to adapt to the operational needs of the library, or the needs of library users. The Library further reserves the right to deny applications for use based on the availability of space, frequency of use, or requests for space by other groups and organizations.
14. The Library Director is authorized to deny the use of the meeting rooms to any group that is disorderly or that violates these regulations.
15. Guernsey Memorial Library is not responsible for loss, theft or damage to any equipment or materials owned or rented by an organization or individual meeting in the library.
16. The Local History Room and Large Print Room are not available to group meetings without special permission of the Library Director.
17. Closings / Cancellations:

The Library reserves the right to close the meeting areas for reasons beyond its control (inclement weather, power failure, etc.). The Library will attempt to notify the responsible individual listed on the application form. Emergency library closings will be announced on the local radio station.

Library and government programs take precedence over all other uses of the meeting areas. If a library related program arises, which in the judgment of the Library Director, has priority, the Library reserves the right to ask the groups to choose an alternate meeting date.