

## MEETING ROOM USE POLICY

The meeting rooms available to the public shall be available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library's meeting rooms are available during normal operating hours. The meeting rooms are available at no charge for use by governmental, civic, educational and cultural groups or organizations. The rooms can only be reserved not more than two months in advance..

Regular library service must take precedence over all other activities and the use of the meeting rooms must not interfere with the operation of the library. Library meeting rooms are intended to serve the community in its broadest sense. Library staff will exercise their judgment to prevent any one group or individual from monopolizing this resource.

The Library Director, according to the following priorities, will approve requests for use of the rooms:

1. Library-sponsored or related meetings and programs.
2. Government sponsored or related meetings and activities.
3. Civic and Nonprofit groups.
4. Other local groups or individuals.

No admission fee or request for donations is permitted, with the exception of library related activities, as approved by the Library Director.

For-profit groups or individuals may use the rooms under the following conditions:

1. A room use fee will be charged.
2. No admission charge or request for donations is permitted.
3. Library Staff reserves the right to monitor all activities held on library property.

The name, address and phone number of the Library may not be used as the official address of any organization using the meeting rooms, nor may any non-library group using the meeting rooms publicize its activities in such a way as to imply library sponsorship.

The Library Director reserves the right to refuse the use of the rooms whenever its use does not conform to this policy.

The person reserving a room must have a Samuels Library card, in good standing, and must sign the documentation form of responsibility for the cleanup and setup of the room before use of the room. The Library Director has discretion to allow meeting room use by those not holding a Samuels Library card.