

## **Meeting Room Use Policy**

*Revised: March 15, 2011*

*Revised: April 17, 2012*

Meeting rooms are available for educational, cultural, civic and governmental groups to conduct meetings when the rooms are not being used for library-related activities and programs.

1. Meeting rooms are available during normal operating hours.
  - a. Meeting rooms are available at no cost to groups and businesses for non-profit reason.
  - b. Meeting rooms must be free and open to the public.
  - c. No fees or solicitations are permitted.
  - d. The library makes no endorsement, express or implied, of any non-library event or activity held in the meeting room. Publicity of such events must include a disclaimer to this effect.
  - e. Meeting rooms are not available for receptions or private parties.
  
2. All applications for use of the meeting room shall be made through the Administrative Assistant.
  - a. Meeting rooms may be booked up to two months in advance.
  - b. Groups may use a meeting room twice in one month and up to 12 times per year.
  - c. The meeting room application must be made by an adult, who:
    - i. will be present at the event,
    - ii. will be responsible for the orderly conduct of the group,
    - iii. will be held liable in the event of any damage to library property.
  
3. The User Conduct Policy, as posted in the meeting rooms, applies to all use of the meeting rooms with exceptions only as listed in this policy.
  - a. Children under the age of eight accompanying adult users of the meeting room shall not be left unattended in the library.
  - b. Meetings and activities must not disrupt normal library function.
  - c. Refreshments may be served. Alcoholic beverages are prohibited. d. Groups are responsible for arranging the chairs and tables to meet their own needs. Groups must return the room to its original state and vacate the room at least 15 minutes before closing.
  
4. The name, address, or telephone number of the Library may not be used as the official address or headquarters of any organization other than the Friends of the Marion Public Library.
  
5. The Library Board of Trustees and the Library staff assume no liability for groups or individuals attending any meeting or program in the Library.
  
6. The Library reserves the right to deny use of the meeting rooms to those who have abused these privileges.