

Meeting Room Policy

The _____ Public Library has a meeting room with seating for _____ in an auditorium-style arrangement. The primary purpose of this meeting room is in support of library functions, meetings, and programs. The meeting room may be made available for use by members of the public. Organizations not affiliated with the _____ Public Library may use the meeting room only when all of the following conditions are met:

- The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency.
- The meeting takes place during regular library hours.
- The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
- The meeting is open to the public.
- The reservation for the meeting room is made by a resident of the library's jurisdictional area.
- The _____ meeting room deposit is made at the time of the reservation with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting.
- The organization assumes all responsibility for set up and clean up.