



Meeting & Conference Room Reservation Policy

I. General guidelines

1. The Library's meeting rooms are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
2. The primary focus of any meeting shall not be for the sale of merchandise or services.
3. Use of the Library's meeting rooms does not imply endorsement by the Library, Library staff, or Trustees, of the viewpoints presented. Groups using the meeting room should clearly indicate in their advertisements and news releases who is sponsoring the event without suggesting sponsorship by the Library.
4. Whoever signs the application form is responsible for the room key, the maintenance fee, and condition of the room. If the original signer sends a proxy to pick up the key, that person must sign as the new responsible party and take responsibility for the key, the maintenance fee, and condition of the room.
5. These activities are prohibited:
 - a. Use of candles, incense, vapes, cigarettes, other tobacco products, or illegal substances.
 - b. Sale of services or merchandise as the primary focus of the meeting
 - c. Potlucks, elaborate meals, crockpots, and alcoholic beverages
 - d. Fasteners, tack or tape attached to the walls or ceiling
6. There must be at least one adult present for every 10 children.
7. Front doors must be locked during meetings that run past normal Library business hours.

II. Availability

1. No group or individual may use the Meeting Room on a regular basis for the same purpose (for example, every Wednesday or the first Monday of each month for a club meeting). The Conference Room may be used on a recurring basis.
2. Individuals or groups offering free, educational programs which promote a business may do so on a quarterly basis annually. However, no financial exchanges shall be made in the Library.
3. Requests are honored up to one year in advance.
4. Library programs have priority over all other uses.
5. Library reserves the right to cancel a reservation by giving 30 days written notice to the responsible party.
6. Library reserves the right to refuse a room reservation to anyone.
7. All use of the rooms is subject to Library policy.

III. Deposits and fees

1. A \$20 refundable deposit made payable by cash or check is required to reserve meeting room or conference room during Library hours. A refundable \$50 deposit is required to reserve the Meeting Room outside of Library hours. Deposits apply to non-profits and for-profits alike, even when non-profits are exempt from a maintenance fee.
2. Commercial groups or private events will be assessed a \$10 maintenance fee for each hour of use or \$15 per hour with the use of library AV equipment. A minimum maintenance fee of \$20 for two hours is required.
3. The maximum maintenance fee for a one-day reservation is \$100 and \$50 daily for the second and third consecutive days.
4. Groups organizing public events or non-profit organizations not actively involved in fundraising may use the conference room or meeting room without the requirement of a maintenance fee. However, those meeting for fundraising purposes will be assessed the hourly fee and must pay the \$20 minimum.
5. The maximum length of a reservation is three consecutive days.
6. Users may ask attendees for donations to offset the maintenance fee.
7. Damage to the room or carpet may lead to forfeiture of deposit and additional charges for cleaning or repair.