

MEETING ROOMS USE POLICY

AVAILABILITY

1. All Library and Friends of the Library related activities will have first priority for use of the Meeting Rooms.
2. The Meeting Rooms are available and free of charge during regular Library hours.
3. The Corasanti Meeting Room on the upper floor will seat 35 people or can be divided so that each half will accommodate 17 people. The Sammon Meeting Room by the lower entry will seat 100 or can be divided so that each half will accommodate 50 people.
4. No group may acquire permanent rights to use a Meeting Room. Reservations may be made for only twelve(12) meetings at a time.
5. The Meeting Rooms are available for use during regular hours of the Library. Groups must vacate the premises fifteen (15) minutes prior to the Library's closing time.
6. If by prior arrangement at least one week in advance, and subject to availability of Library personnel, a group that would like to schedule a meeting to begin before opening hours or extend after closing time, a charge of \$30.00 per hour or any portion of may be assessed.
7. Although there is no charge for the use of the Meeting Rooms during regular Library hours, donations are welcome and appreciated, and can help us keep the meetings rooms maintained and equipped.
8. Each meeting room has adjacent restrooms, but the downstairs restroom adjacent to the Sammon Room is unlocked only if there is a meeting in that room.

SCHEDULING AND USE GUIDELINES

1. Priority in scheduling use of the Meeting Rooms will be given to literary, educational, cultural and civic groups. The Meeting Rooms are not intended for use by groups engaged in wholesale or retail sale related activities.
2. Groups are scheduled on a first-come first-served basis.
3. Groups publicizing its meetings (radio, TV, newspapers, etc.) must send copies of publicity to the Library Director for review.
4. Permission to meet at the Library does not constitute endorsement of the group nor its programs by the Library Board or staff. No implication that a group is sponsored or endorsed by the Library is permitted.
5. Groups must apply ahead of time for use of a Meeting Room. Confirmation of availability will be made by the Library as soon as practical. Initial applications must be accompanied by copies of the group's by-laws and/or governing policies or a written statement from an officer or group representative of the group's mission and policies. Government bodies are exempt from this requirement. See attached Application Form.

6. Groups may not charge admission nor hold fund raising activities without specific written permission from the Library Board of Trustees, The Library reserves the right to deny the use of the Meeting Rooms to any group under the terms and conditions of its Meeting Rooms Use Policy. If a group feels that it has been unfairly denied use of a Meeting Room, it has the right to request a review of its application by the Library Board of Trustees.
7. If a group or organization is unable to use the requested Meeting Room at the time reserved, notice of such should be given to the Library as soon as possible.

RESTRICTIONS AND RESPONSIBILITIES

1. No dining is permitted in the Meeting Rooms with the exception of light refreshments such as beverages, donuts, cookies, etc. Arrangements can be made for use of Library coffee makers.
2. Groups must leave the Meeting Rooms in the same condition as found.
3. Groups will be held financially responsible for damage to the Meeting Rooms or respective contents.
4. The Library is not responsible for any equipment, supplies or materials brought to the Library by a group or organization using the Meeting Rooms.
5. The Library is not responsible for any property or equipment left on the premises by the group using the Meeting Room.
6. The Library is not responsible for personal injury.
7. Adults who attend meetings and need to bring their young children are responsible for them. Children must remain with the adult at the meeting and not on the main floor of the Library. Library personnel are not available to oversee children while an adult is in attendance at any meeting in the Library.
8. Additional insurance needs, if any, will be determined by the Library's insurance agent

LIBRARY EQUIPMENT

1. Two television sets are available. These sets are meant for viewing video or DVD recordings and there are no connections for standard programming.
2. Two video tape players and one DVD player are available for use with the TV sets.
3. Each meeting room has a fixed projection screen at the front of the room.
4. There is a digital projector available for use with a computer.
5. There are laptops available for use with the projector, or other computer related projects.
6. There is a wireless microphone system in the Sammon Room.
7. Each room is equipped with full time wireless internet.
8. If the meeting is large, additional chairs can be made available.
9. Each meeting room has a kitchenette with a counter top and a water supply for setting up light refreshments. The Corasanti Room has a small microwave and small refrigerator in the

kitchenette. Coffee pots are available.

10. It is imperative that you arrange for the above equipment and any other special needs well in advance. The library staff will not be able to assist you on short notice.
11. Most library staff members are part time and not generally technicians. If you intend use library audio/visual equipment or other electronics, someone in your group should have some working knowledge of such equipment. The library staff should not be asked to handle your own equipment.
12. Your group will be held financially responsible for any equipment that you borrowed. Please notify the staff when you are finished so the equipment can be put away before closing. Electronic equipment has to be locked up.