

LIBRARY COMMUNITY MEETING ROOMS USAGE POLICY

Use of The Starr Library's meeting rooms is primarily for programs conducted or sponsored by the Library. Meeting rooms are also available for use by others. Authorization to use the Library's facilities does not reflect endorsement by the Library.

Application Process

Application for the use of any meeting room is made to the Library Director. Reservations for use of a meeting room may be made on a regular schedule. The Library's Director is to be notified of any cancellation or meeting date changes within forty-eight (48) hours prior to the event. Failure to notify the Director may result in the organization not being able to use the space in the future.

General Rules of Use

Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting space.

Maximum capacity is 35 people in each room.

Food may be served with the Director's approval.

For programs occurring outside of normal Library hours applicant is responsible for entry and/or locking up. Process for getting and returning the Library key to the Library should be arranged with the Library Director. (See application form.)

Meetings must be conducted in such a way as not to disturb Library operations.

The applicant must supply any audio-visual equipment.

The applicant is responsible for all room set-up and breakdown of their own equipment, and for moving the tables and chairs. The applicant is responsible for all cleaning up and returning the room to its found condition.

The applicant is responsible for damage to Library facilities or its contents occurring as a result of the applicant's use of the building.

Fee for the use of the meeting spaces is \$50/calendar day or part thereof.

The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Contact the library by phone or email to confirm any weather changes.

Library personnel shall have free access to meeting rooms at all times.

Exceptions to this policy may be made at the discretion of the Director.

Groups of children or young adults must be accompanied by adult supervision.

Presented to the Board of Trustees November 15, 2004

Board of Trustees Approved, December 20, 2004

Revised 11-2013. Approved by Board of Trustees December 2013

Starr Library