

MARYSVILLE PUBLIC LIBRARY

MEETING ROOM POLICY

GUIDELINES FOR MEETING ROOM USE:

1. The Library Meeting Rooms are for the use of education, cultural, civic, and governmental groups to conduct non-profit meetings and conferences. Trade or professional associations will be interpreted to be educational groups. Library programs and Friends of the Library activities will take precedence over other meeting room activities. No commercial meetings will be permitted.
2. The Library Board of Trustees reserves the right to review any or all applications and may demand sufficient time to make proper investigation before granting approval.
3. The Library charges no fees for use of the meeting rooms, however, payment shall be made for any damage to, or loss of, library property. A \$25.00 fee for janitorial service will be assessed if the room is not left in the condition it was found. The Library is not liable for injuries to people or damage to property of organizations using the room.
4. The use of the meeting room will be limited to meetings for which no admission charge is made, except for meetings and exhibitions sponsored by the Library, Friends of the Library, or an approved non-profit education group or institution for short-term classes, institutes, discussion groups, and forums.
5. Fund raising events or solicitation of any kind are not permitted unless sponsored by the Friends of the Library.
6. Groups using the meeting room may only make reservations THREE MONTHS in advance.
7. Groups cannot book continuous, numerous, daily, weekly meetings.
8. A request may be submitted online from the Library's website www.marysvillelib.org or a Meeting Room Request form may be filled out and returned to the Library HR/Manager. The request must then be approved before the room is reserved.
9. The person responsible for booking the Meeting Room must be an adult. This person is responsible for the orderly conduct of the group, and in the event of any damage to library property and/or equipment that individual will be liable.
10. Meeting Room A has a legal maximum of 143 or 50 with a table & chairs arrangement.
11. Meeting Room B has a legal maximum of 49 or 25 with a table & chairs arrangement.
12. Chairs and tables will be available in both meeting rooms. The group is responsible for setting up the room for their purposes and leaving the room in the order in which it is found, vacuuming if necessary and putting trash in appropriate receptacles. The Time Requested on the Meeting Room Request Form should include setup and breakdown time. Library materials or equipment stored in the area should not be moved.
13. There are no kitchen facilities and cooking on the premises is prohibited. If refreshments are brought in they are to be consumed in the library's meeting room only. Smoking and alcoholic beverages are not permitted.
14. The meeting rooms are only available during regular library business hours. It will also not be available when the library is closed due to bad weather, holidays, or other emergency conditions. The library is closed on the following holidays; Christmas Eve, Christmas Day, New Years Day, Memorial Day, Labor Day, Independence Day, and Thanksgiving.
15. The Library makes no endorsement, express or implied, of any non-library event or activity held in the meeting rooms. Publicity of such events must include a disclaimer to this effect.
16. The library reserves the right to withdraw meeting room privileges from any group that does not abide by this agreement.