

MEETING ROOM POLICY

I. Meeting Rooms

The Town and Country Public Library District has two rooms available for use by the public:

1. Mary Lynn Alms Educational Center (capacity: 50; can be divided in two)
2. Arnold & Mildred Erickson Conference Room (capacity: 20)

Preference will be given to Library or Library-related groups for use of these facilities. When not being used by the Library, the rooms are available to groups pre-approved by Library Staff.

Requests for use of a meeting room should be made as far in advance as possible, however, no group can request to reserve a room beyond 3 months in advance.

In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the Library does not limit use of the meeting rooms based on the subject matter of the meeting, or on the beliefs or affiliations of the meeting's sponsors. Permission to use the meeting rooms in no way constitutes an endorsement of any group's policies or beliefs.

II. General Rules

1. Groups using the rooms must set up for their meeting.
2. Rooms must be left clean and in good condition. If they are not, a minimum charge of \$50.00 will be assessed, and that group's use of the meeting room may be suspended.
3. Refreshments may be served if provided by the group and all leftovers and waste are removed at the conclusion of the meeting.
4. Library furniture and equipment must be returned to its original location.
5. Use of Library equipment may be requested but cannot be guaranteed.
6. Damage to Library furniture and equipment is the financial responsibility of the group using it when damage occurred. Table covers must be used if any food, beverages, or crafts are to be present. Table covers are available for sale at the Circulation desk.
7. The Library will not provide consumable supplies.
8. Persons using the meeting rooms are subject to the rules governing patron behavior in the Library.
9. Persons using the meeting rooms may not leave children unattended in the Library.
10. The Library does not provide baby-sitting services for children of persons using the meeting rooms.
11. Use of the meeting rooms cannot be scheduled on days the Library is not open.

III. Restrictions

1. No admission may be charged for programs held in the meeting rooms except for designated library programs.

2. No selling or solicitation may take place without written permission of the Library Director.
3. Smoking is not permitted at any time.
4. Alcoholic beverages and illegal drugs are not permitted. Exceptions may be made for occasional Library programs that involve alcoholic beverages.
5. Excessive noise or use of hazardous materials is prohibited.
6. Groups composed of members under the age of 18 must have at least one adult chaperone in attendance for every 25 attendees.
7. Meeting rooms may not be used for social gatherings such as dances, parties, showers, etc.
8. Meetings or programs which, in the opinion of the Board of Trustees and/or the Library Director, would interfere with the work of the Library staff will not be permitted.

Reviewed: April 2017