

East Troy Lions Public Library Meeting Room Policy

Original Policy Approved: 09-12-2000
Policy Updated and Reviewed: 02-09-2016 (tabled) Reconsidered: 03-08-2016
Updated Policy Approved: Approved 03-08-2016

The Library meeting room (currently the basement) is available for use by educational, cultural, civic, and non-profit groups, as long as this use does not interfere with the normal functions and regular programs of the library. The meeting room is provided as a free public service.

Guidelines for Use:

1) The meeting room will be made available on an equitable basis, regardless of the beliefs and affiliations of the individuals or groups requesting its use. Meetings are scheduled on a first-come, first-serve basis, and it is understood that library programming will have first priority in room use.

2) The purpose of the meeting or activity taking place must be in-line with the overall mission of the Library – to enhance the lives of customers through meaningful recreational and educational opportunities, and to help build up the community.

3) No admission fee, registration fee, or materials fee may be sought from meeting attendees nor may donations be sought from meeting attendees, without the specific permission of the Library Director.

4) The meeting room may be reserved no more than four months in advance, and no single group may have more than eight meetings reserved in advance. Regular monthly or bi-monthly meetings are permitted, but no regular weekly or daily meetings are permitted (unless specific arrangements have been made with the Library Director).

5) Meeting room reservations will be confirmed when a signed room use application is received and approved by the Library Director. The person signing the room use application must be at least 18 years of age.

6) Individuals/Groups that come in without making a reservation must realize that the space may be in use. Also, one person who is at least 18 years of age must sign the meeting room use application.

7) The meeting room shall be used during regular library hours only, unless specific arrangements have been made with the Library Director, as a staff person must be present in the library building during the meeting.

8) No activity shall be permitted which shall, in any manner, be potentially or directly destructive to library property or disruptive to library service. The meeting room must be left in a neat, clean, orderly condition. If not, the responsible group/individual will be given notice that continued offense will result in denied access to the meeting room.

9) The fact that a group is permitted to meet or exhibit in the library does not in any way constitute an endorsement of the groups' policy, beliefs, or activities by the Library Board or Staff.

10) Smoking is prohibited.

11) Light refreshments may be served; however, alcohol may not be served.

12) The "Group" affirms that they have adequate insurance and shall release the Library Board from any liability when they sign the agreement below.

13) The Library Director has the authority to revoke permission for use of the meeting room if these policies and guidelines are not followed, and also to interpret minor variations from this policy. If permission is revoked, the individual/group affected may appeal the Director's decision to the Library Board.

Application for Use of the Meeting Room

In the name of _____, I am applying for the use of the Meeting Room in the East Troy Lions Public Library. I have noted the provisions and guidelines and agree to comply with them.

Authorized Representative (print)

Address

Phone Number

email

Day, Date, and Time of Meeting

Number Attending

Signed

Date

Library Director

Date