

12.9 MRL: MEETING ROOM POLICY

The Morrison-Reeves Library's meeting rooms were designed to be used for the Library's own programs. When not needed for library purposes, **rooms may be available for use by organizations engaged in civic, educational, cultural, intellectual, charitable, or non-commercial activities.** Exceptions to this may be made by the Library Director or designee for training or similar operational functions only. The Library reserves the right to require proof of non-profit status. **Library meeting rooms may not be used for religious services, partisan political activities, or private social events. Programs and meetings conducted at the Library may not be used to promote any commercial interests or products.** If any group reserving a room intends to show a commercially produced movie, that group is responsible to obtain appropriate licensing approval and provide that to the Library.

The Library Board is the sole arbiter of any questions about which organizations may meet on its property. The Library does not advocate or endorse the viewpoints of organizations using its meeting rooms.

All groups using the meeting rooms will be required to abide by the rules governing the use of the Library and meeting rooms. Failure to comply will result in the cancellation of further use of library facilities. Use of any room by an outside group must not interfere in any way with library business, employees, parking, etc.

Library personnel have free access to enter any meeting room at any time. The library board has vested the authority to supervise meeting room use and to interpret policy in library personnel; however, final authority rests with the library director.

Rooms shall be reserved on a first-come-first-served basis with the understanding that library sponsored events have priority over all other group requests. **Library meeting rooms will only be used by groups outside MRL staff during regular library hours. Rooms may be reserved up to 12 months in advance. Any one group may have only three reservations on the calendar at any one time. Individuals making room reservations must be 18 years of age or older.**

Groups must accept responsibility and agree to pay the library for any damages to the room and/or equipment that may occur during use of the meeting rooms. Groups must also agree to hold the library blameless for any damages to personal equipment used in the library and/or in the event of any injury incurred while using the facility, furniture and equipment.

Any damages or cleaning in excess normal maintenance and cleaning will be billed to the organization within thirty (30) days following the event and prompt remittance of those damages will be required before further reservations will be honored or accepted. In the event the group or organization fails to remit the damages pursuant to the invoice, the Library specifically reserves the right to pursue these damages in a court of law with the understanding that the group or organization, if found liable, will be responsible for

the damages, as well as the costs incurred in pursuing those damages and reasonable attorney's fees required by the action.

12.9.1 NOISE AND DISRUPTIVE BEHAVIOR

If any activities of a group become disruptive to library patrons or staff, the group may be asked to leave, and further use of facilities may be denied. Children must have adult supervision before, during, and after programs and group events, and should not be left to entertain themselves and use the library without adult supervision.

12.9.2 FOOD AND BEVERAGES IN MEETING ROOMS

Groups using library meeting rooms may bring in light refreshments to be consumed within the meeting room upon approval by the Library Director or designee. The use or serving of alcoholic beverages is not allowed by outside groups.

12.9.3 SUPPLIES AND SERVICES

The Library can provide tables and chairs and trashcans with liners. The Library does not provide paper goods nor catering service. The group or organization using the room is responsible for removal of leftovers, including disposable table service and/or other products, and ensuring that all garbage is in the appropriate receptacle.

The Library Administration and staff will be glad to work with you to make the use of the meeting room a pleasant experience. By observing the above guidelines, the experience will be a positive one for your group, as well as other library users.

Revised: 7/17/19