

A. MEETING ROOM POLICY

To the extent practical, the Library will provide meeting space for use by organizations within the community. Such meeting space will be made available to educational, civic, and cultural groups **during library hours**.

It is recognized that the primary purpose of the library meeting space is to serve the needs of library sponsored programs and services, and such functions shall always have priority.

Library meeting space is not available for purely social gatherings, political or religious meetings, commercial ventures, or other programs that by their nature are not appropriate for the library's facilities. Groups may not charge admission or request donations for attendance or participation.

1. Written application for use of a meeting room must be given to the specific library location at which space is requested. While tentative (i.e. "penciled in") reservations may be made by telephone, no space is considered reserved until a group or representative has completed and signed the library reservation form, the Director has signed the form, and copies of the form are on file at the Circulation Desk.
2. Groups that wish to make application for a **series** of meetings need fill out only one application form in advance of the first meeting, accompanied by a schedule for the meeting dates, times, and other requested information. Reservations will not be made for more than a year in advance.
3. **The Conference Room and First Floor Meeting Room is the only meeting space the library offers for organizations within the community.**
4. The Conference Room and First Floor Meeting Room is only available when the **Library is open. All meetings must end 15 minutes before the Library closes.**
5. When an organization finds it necessary to cancel a reservation, the library should be notified **72 hours** in advance.
6. Groups wishing to use the library's folding chairs are responsible for the setting up and taking down chairs. Folding chairs must be folded and returned to the chair dolly.
7. Programs may not disrupt the use of the Library. Persons attending meetings are subject to all rules and regulations of the library.
8. Meeting groups of individuals under eighteen years of age must have an adult sponsor in attendance at their meeting.

9. Light refreshments, i.e. coffee, juice, cookies, etc. may be served with the permission of the Library Director. The library does not supply table clothes, napkins, paper cups, etc. **No alcoholic beverages are allowed.**
10. Library facilities must be left in a clean and orderly condition. Users must pay the cost for repair of any damages to facilities or equipment. **The individual signing the application shall be regarded as responsible for any such damage.**
11. The Library is not responsible for items left in its facilities. Storage space is not available.
12. **ORGANIZATIONS MAY NOT USE THE LIBRARY AS THEIR MAILING ADDRESS!** Organizations may not state or imply that the library is sponsoring their program. The library does not endorse the views of groups meeting within their facilities. Publicity announcing meeting should in no way imply library sponsorship. Only those activities sponsored by the Library will be advertised by the Library.
13. **No smoking** is permitted in the library building. This includes entranceways, hallways, and public restrooms.
14. Only the Library Directory and two Board members may grant exceptions to this policy.

Application for Use of Conference Room (Seats 8-15)

This application is not complete until the group representative and the Library Director has signed it.

****You may email the form to demopolislibrary@gmail.com or turn it into a librarian.**

Date of Application _____ Reservations will not be made for more than a year in advance.

Organization _____

Contact Person for Organization _____

Role in Organization _____

Address of Contact Person _____

Phone Number _____

Purpose of Meeting _____

Date Requested _____ Time: From _____ to _____

Expected number in attendance _____

Will refreshments be served? _____ If yes, the group is responsible for set-up and clean up. The group provides its own cups, napkins, cream, sugar, coffeepot, etc.

If folding chairs are needed, the group will be responsible for set up, take down, and returning them to the chair dolly.

The undersigned, on behalf of the above organization, has read and agrees to comply with policy and procedures governing the public use of library meeting rooms.

The **applicant** also accepts full responsibility for any damage to facilities or equipment, and agrees to confine the organization's activities to the assigned room.

Signature of Applicant _____

Signature of Adult Sponsor
(For Groups Under Age 18) _____

Signature of Library Director

Date: _____

Application for Use of First Floor Meeting Room (Seats 30)

This application is not complete until the group representative and the Library Director has signed it.

**** **You may email the form to demopolislibrary@gmail.com or turn it into a librarian.**

Date of Application _____ Reservations will not be made for more than a year in advance.

Organization _____

Contact Person for Organization _____

Role in Organization _____

Address of Contact Person _____

Phone Number _____

Purpose of Meeting _____

Date Requested _____ Time: From _____ to _____

Expected number in attendance _____

Will refreshments be served? _____ If yes, the group is responsible for set-up and clean up. The group provides its own cups, napkins, cream, sugar, coffeepot, etc.

If folding chairs are needed, the group will be responsible for set up, take down, and returning them to the chair dolly.

The undersigned, on behalf of the above organization, has read and agrees to comply with policy and procedures governing the public use of library meeting rooms.

The **applicant** also accepts full responsibility for any damage to facilities or equipment, and agrees to confine the organization's activities to the assigned room.

Signature of Applicant _____

Signature of Adult Sponsor
(For Groups Under Age 18) _____

Signature of Library Director

Date: _____