

## Meeting Room Policy

As part of its service to the community the library provides meeting room space for groups. Groups using the library are served on an equitable basis regardless of the beliefs or affiliations of the participants. The fact that a group uses the library facility in no way constitutes endorsement by the library employees or the Board of Trustees of the group's objectives or beliefs. The following standards and guidelines apply for fairness:

- Library sponsored activities are given priority in scheduling use of the facilities.
- Meetings held exclusively as social activities are prohibited.
- Community Room is available during posted library hours and after hours until 8:00pm Monday – Friday and until 4:00pm on Saturday.
- Study Room and Conference Room are available during library hours.
- There is no charge for the use of the facility.
- Organizations holding meetings must assume responsibility for any damage to either the room or its contents.
- The facility must be left clean.
- If audio-visual equipment is needed, arrangements need to be made in advance.
- No smoking, no tobacco use, or vapor cigarettes are permitted anywhere in the library or on library property.
- Except as a designation of location, the name of the library may not be used in any publicity.
- Alcoholic beverages of any type are not allowed in the building.
- The library accepts no liability or responsibility for any damage to persons or property arising from use of the facility.
- A copy of the meeting room/facilities use policy shall be given to each group using the room. A representative of the group will sign the application form stating they have received and agree to the policy.
- Facilities will be assigned in the order in which the requests are received.
- The library reserves the right to cancel meetings for operational reasons or if an emergency exists. Groups must notify the library of a cancellation of a meeting at the earliest possible date.
- No group may conduct moneymaking activities while using the facility.
- Must be 18 years or older to reserve the Community Room. The contact adult may not leave the premises until all other attendees have departed even if the library is open.
- Permission to use the facility may be denied to any group that is disorderly or violates these rules.

I, \_\_\_\_\_ representative of the \_\_\_\_\_ (organization name)

would like to request the use of the library's Study / Conference/ Community Room on

\_\_\_\_\_ (date) between the hours of \_\_\_\_\_. I have read and agree to the LaRue County Public Library's meeting room policy.

*(This form can be hand delivered, faxed 270-358-8647 or emailed to info@laruelibrary.org)*

Signature \_\_\_\_\_ date \_\_\_\_\_ phone# \_\_\_\_\_

Approved by \_\_\_\_\_ date approved \_\_\_\_\_