

## ELIZABETH TITUS MEMORIAL LIBRARY MEETING ROOM USE POLICY

The policy governing use of the Elizabeth Titus Memorial Library meeting rooms are in accordance with the American Library Association's Bill of Rights. The primary purpose of these meeting rooms is in support of library functions, meetings, and programs. Permission to use the meeting rooms in no way implies library endorsement of the goals or activities of any organization, group, or persons.

All organizations/groups must comply with ADA requirements, and are responsible for providing qualified interpreters or auxiliary aids upon request.

The meeting rooms may be reserved by members of the public on a first-come, first-served basis. No more than two meetings may be booked in advance. The library should be notified immediately if a cancellation becomes necessary; failure to cancel within 48 hours of the meeting time may result in reservations being denied in the future. No group/person may reassign reserved time to another group/person.

Non-profit organizations/groups are granted the use of the facilities free of charge. Private organizations/groups that are not considered nonprofit will be assessed a \$25 fee per use. Any organization/group charging a fee for their program will be assessed the \$25 fee per use.

Smoking, alcoholic beverages, and illegal substances are prohibited in **all** areas of the library.

The library offers use of some audio/visual equipment. Prior arrangements must be made to reserve the equipment.

Meetings, programs, or exhibits that would interfere with the functions of the library because of noise or other factors cannot be permitted. Also excluded is the use of hazardous materials in classes or demonstrations. Persons attending the meetings are subject to all library rules and policies. All meetings/programs must be held during open library hours only.

The library has two meeting rooms available for public use:

**Community Room** has seating for approximately 70 in an auditorium style arrangement. It is equipped with tables, chairs, a ceiling-mounted screen, and has an outside exit. Food, drink, crafts, etc. are permitted in the Community Room.

**Conference Room** has seating for approximately 20. It is equipped with large conference tables and chairs. Food, drink, crafts, etc. are NOT permitted in the Conference Room.

Persons attending meetings/programs should be aware that small children should **never** be left unattended in the library. The library staff will not be responsible for unattended children and will return the children to the parents in the meeting room.

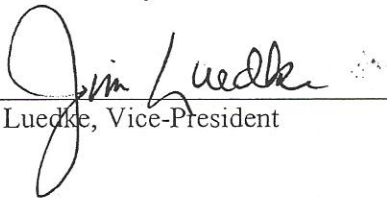
The library will not be responsible for materials or equipment left in the building, or for personal belongings of attendees.


The organization, group, or person who reserves the room assumes all responsibility for set up, clean up, and restitution for damages incurred to the facilities and/or equipment.

The organization, group, or person in charge of the meeting shall check in at the Circulation Desk upon arrival and before leaving the building.

Final decisions on meeting room use rests exclusively with the Library Director, his designated representative, and the Library Board of Trustees.

The above Meeting Room Use Policy was reviewed and approved by the Elizabeth Titus Memorial Library Board of Trustees on January 24, 2012.

  
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Jim Luedke, Vice-President

  
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Kathy Wood, Secretary