

## **PUBLIC MEETING ROOM POLICIES**

The Clyde W. Roddy Public Library meeting room is a library resource to be utilized in the fulfillment of the library's mission.

Use of the public meeting room does not constitute library endorsement of points of view expressed by the participants in any program conducted at the library. No advertisement or announcement implying endorsement is permitted.

### **Reservations and Fees**

Meeting room space must be reserved in advance by completing the application form and submitting it with payment. Fees are non-refundable. The person signing the reservation form will be held responsible for any damages to the room or equipment.

### **Admission Fees and Sales**

Except for the library and its affiliated organizations, groups using the meeting room may not charge an admission fee. In addition, no sales at any meeting or event may be made without the prior consent of the library director.

### **Room Arrangement**

No items may be taped or tacked to the walls, doors or any other surface. The room must be left as it was found.

### **Additional Rules and Regulations**

- The occupancy limit for the room is 35 persons.
- Any use of the room which disrupts the normal operation of the library will not be permitted. Live or recorded music is permitted only with prior approval. The library reserves the right to terminate any disruptive activity.
- Alcoholic beverages may not be served or consumed.
- Groups whose participants are under the age of eighteen must be accompanied by one adult chaperon for each fifteen underage participants.
- All exits must remain unblocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

### **Damages and Liability**

The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using the room. Users of the room will be held responsible for willful or accidental damage to the library building, grounds, collections or equipment caused by the users.

### **Denial of Meeting Room Privileges**

Failure to abide by these policies and rules of conduct may result in the cancellation of or refusal of future reservations.