

Lakes Country Public Library
Meeting Room Policy

revisions approved by Library Board of Trustees May 6, 2003

The meeting room is available to organized groups or individuals or individuals from the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

It is understood that library operations and programming will have first priority in meeting room use.

There will be no charge for use of the meeting room for non-profit group meetings, however donations will be accepted. There will be a \$15 per half day fee for businesses to use the meeting room. No admission may be charged by the group. Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Use of the meeting room during closed hours is contingent upon approval by the Library Director or Library Board of Trustees and requires signatures on the following:

I have read and understand the above Meeting Room Policy and agree to all terms and conditions set forth. I have received a key for the Library meeting room.

Approval granted by Library Board of Trustees:

President of Library Board or Library Director _____

Signature _____ Date _____

Representing _____

Date(s) and Time of Meeting _____