

MEETING ROOM USE

Community groups and organizations promoting cultural, educational and civic betterment may use the library. Meetings shall be free of charge. Preference will be given to library activities. The Library Board reserves the right to limit the frequency and/or duration of scheduled meetings. 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.

A patron may reserve a meeting room up to three months in advance. A completed application must be submitted for each date requested. Applications will be accepted between one week and three months prior to the requested reservation date, and must be approved and confirmed by library staff. Applications received beyond the three month limit, that are incomplete, or that include multiple date requests will not be accepted or retained. With the exception of library programs, meeting rooms are available on a first come, first served basis.

Applicants must be age 18 or older and have a LTPL card in good standing. The library will share the name and telephone number of the applicant if there are any inquiries from the general public about the meeting or organization.

A meeting may not be held beyond the hours for which the library is scheduled to be open for that day, and reservations should include sufficient time to setup and vacate. The area or room must be vacated, all library property be placed back where it was found, and all non-library equipment be removed before the library closes. Meeting rooms must be vacated 15 minutes before the close of regular library hours. If a meeting runs late, a \$25 fee may be assessed for every 15 minutes beyond the vacate deadline and the group's meeting privileges may be suspended.

Food and/or drink are permitted with the permission of a confirmed application. If permission is granted, people using the meeting rooms are responsible for cleaning up and removing all food items. Kitchen facilities shall be used as a convenience only and no full meals shall be prepared and/or cooked.

The area or room must be left in a clean and orderly condition. If special cleaning or repairs of the facility for any reason is needed, the responsible party indicated on the meeting room application may be charged a minimum of \$50; additional charges may be applied as necessary to remedy any damages incurred.

All groups using any meeting room shall have adequate adult supervision at all times as determined by the library staff.

The library prohibits commercial activity, the sale of merchandise, and other fundraising activities for non-library purposes on library property which may result in financial gain for any individual, company, corporation, or group, with the exception of: authors who are promoting their books at a library event, or the educational services of a paid tutor. Library meeting rooms are not available for private celebrations (i.e. birthday parties, showers).

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to

the library or transported to the library property by any group or individual attending a meeting. The library board and staff do not assume any liability on groups or individuals attending a meeting in the library.

Items owned by the group cannot be left in the library or on library property for recurring meetings. The scheduled group is responsible for informing the library staff prior to the meeting what tables, chairs, or equipment will be needed and the group is responsible for set-up of those items. Because the amount of tables, chairs and equipment owned by the library is limited and must be equally distributed to the use of all rooms, the library cannot guarantee a certain availability of additional resources to any room.

STUDY ROOMS

Study rooms for individuals or groups up to eight people available on a first come, first serve basis. A study room may be reserved the day of by calling or stopping by the circulation desk in advance of their later appointment.

To use a study room, patrons are required to check in at the front desk. Patrons who have reserved a study room but repeatedly fail to appear may have their right to reserve a room revoked.

Due to the high demand for study rooms, they may be signed out for up to a two hour slot of time per day. If there is no one waiting for a room, the room time may be extended per staff discretion.