

## **MEETING ROOM USE**

### **Statement of Intent**

Spencer Public Library offers three meeting rooms for use by the public: The Round Room, the ICN Room, and the Study Cubicle. The rooms are primarily used for library sponsored or co-sponsored programs which meet the library's civic, informational, cultural, or recreational goals. When not in use for library activities, the room is available at no cost to non-profit community organizations and for a fee to private parties and business entities under the following guidelines approved by the Library Board of Trustees.

### **Who May Use the Meeting Rooms**

#### **Open Meetings**

Library sponsored or co-sponsored programs will be given priority followed by community groups, educators, volunteer groups, governmental agencies, or other service or non-profit organizations.

#### **Private Meetings**

Sales and admission fees are not allowed other than regular club membership dues with the exception of library-sponsored events.

Personal, private events such as birthday parties and bridal/baby showers are welcome to use the meeting rooms for a fee of \$10.

Businesses and other for-profit groups will be charged a fee of \$20 for up to 4 hours use and \$40 for 5-8 hours of use of the room. Payment is due in full before the start of the event. Businesses are welcome to use the room for training sessions for their employees and interviews.

### **How to Reserve a Room**

#### **Reserving a Room**

Reservations to use a meeting room may be made over the phone or at the front desk. Contact information, function of the organization, and intended use of the room must be provided. All equipment use needs must be requested along with the reservation.

#### **Meeting Room Use Responsibility Form**

First time room users must fill out and sign a "Meeting Room Use & Responsibility" form. This form will include contact information for the individual or representative of the group, the

intended use of the room, and the function of the organization. Upon subsequent use of the room, the group/individual will be asked to date and initial the original form for up to one year, at which time a new form must be completed.

### **Regularly scheduled meetings**

Only library-affiliated groups may book a meeting room for more than six meetings at a time. If an approved group wishes to hold more than six meetings, they must make special arrangements with the library director.

The library staff has the responsibility of enforcing these policies and therefore must ask the purpose of each meeting when the room is reserved. Any group who feels it should be exempt from these policies is welcome to appeal to the Board of Trustees at their meeting the third Thursday of each month. Contact the library director at least one week in advance to be placed on the agenda.