

MEETING ROOM USE

The library offers two meeting rooms for use by the public: the Round Room and the ICN Room. In order to keep the rooms available for library and community functions and because the rooms were specifically designed for open meetings which are beneficial to the community, the library's trustees have designed policies restricting meeting room use in some cases. These include:

Meeting Room Application Sheet: Any group wishing to use the meeting room for the first time must fill out an application form that includes contact information, function of the organization, and intended use of the room. All equipment requests must accompany this application. Applications will then be evaluated and approved by the library staff prior to the first use of the room. Each approved group must fill out a "Room Responsibility Form" at the beginning of each meeting stating the equipment to be used and agreeing to pay cleaning or repair costs for damages.

Commercial Meetings: The room is not to be used by any group that stands to profit commercially, either now or in the future, from the meeting through sales, promotions or demonstrations; nor are they to serve as a base of operation for any commercial venture. However, businesses are welcome to use the room for training sessions for their employees and interviews.

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 second Thursday of each month. Contact the library director at least one week in advance to be placed on the agenda.