

MEETING ROOM REGULATIONS

1. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs. The use of the library's name in distributing partisan literature or for an organization's mailing address will not be allowed.
2. Upon adequate notice, and for adequate reasons, the library reserves the right to revoke permission to use the meeting room. Final reviews are made by the board at the director's request.
3. Reservations: In order to make a reservation, the requesting organization must have a current "Application for Use of the Round Room" on file at the library. Advance notice is advisable to avoid conflict with previously scheduled meetings. Cancellations should be made as early as possible when plans are altered.
4. Private parties are disallowed. Admission may not be charged nor contributions solicited. Exceptions may be made for educational groups holding short-term classes or discussions involving small fees.
5. If an organization plans to continue its meeting later than closing time for the library; special arrangements must be made at time the meeting room is reserved. Reservations for meetings commencing later than one half hour before closing time will not be accepted. After closing hours, there shall be no access to other library facilities, except public restrooms. The meeting rooms will not be available on holidays or days when the library is closed.
6. An adult sponsor must supervise children's groups.
7. The person signing the responsibility form will be responsible for the cleanup following use, and will be held liable for any damage to the building, furniture, or equipment used. A separate form acknowledging responsibility must be signed at the beginning time for each meeting. Groups are responsible for their own setup and takedown. Any furniture moved must be returned to its proper place. There will be no storage of equipment or records belonging to the group that is meeting in any room.
8. Smoking is not permitted in the library. No alcohol or controlled substances may be consumed on the premises of any public building in the city of Spencer.
9. A kitchenette is at the disposal of groups using the meeting room. Utensils and dishes are not furnished. Kitchen equipment must be cleaned after use. Coffee and tea may be prepared in the room and a refrigerator and microwave are available for public use in the Round Room. The popcorn machine may be used with staff assistance if library staff has approved the group and a fee of \$5.00 is paid to cover the cost of supplies.

10. The library reserves the right to assess a \$50.00 cleaning fee if deemed necessary by the director. Anyone spilling food or drink in must wipe it up immediately and notify library staff as soon as possible. Failure to notify staff may result in a charge for damages to carpeting or chairs and suspension from meeting room use.

11. A movie screen is available for public use. Only library personnel should operate the screen. All other equipment for public use in the meeting rooms must be requested at the time of reservation and set up by library personnel.

12. The library director is authorized to deny permission to use the meeting rooms to any group or individual that is disorderly or objectionable in any way, or that violates any of these regulations.

13. The Spencer Public Library Board of Trustees and the City of Spencer are not responsible for accidents, injury, or loss of individual property while using the meeting rooms caused by human error, misbehavior, or misuse of equipment or furniture.

14. The library Round Room is designed to accommodate 45 people and the ICN room will accommodate 18 people. In scheduling the meeting rooms, programs sponsored by the library will receive first consideration, regardless of previous reservation. If not reserved for library purposes, this room is available for public gatherings of a cultural, educational, civic or professional nature by visitors to the library. It may not be used for any commercial purpose, or programs inconsistent with the library's objectives, such as bingo games, or money raising functions, or later sales as a consequence of a meeting in the meeting rooms.