



## **Community Use of Meeting Space Policy**

Use of the Reed Memorial Library's space is primarily for programs conducted or sponsored by the Library. Space may be made available for use by others for education, cultural, recreational or civic purposes which support the Library's mission. There is no charge to use the Library's meeting space. Authorization to use the Library's facilities does not reflect endorsement by the Library. Meeting space shall not be used for private, for-profit, entrepreneurial or commercial purposes. Exceptions to this policy may be made at the discretion of the Director or Library Board of Trustees in keeping with the Library's mission statement.

Requests for the use of meeting space are made to the Library's Director. The Library's Director is to be notified of any cancellation or meeting date changes within forty-eight hours prior to the event. Failure to notify the Director may result in the organization not being able to use the space for a six month period. Requests are taken not more than six months in advance and should be confirmed one week prior to the event.

### General Rules of Use

1. Except as a designation of location the name of the Library may not be used in any publicity relating to use of space.
2. Maximum capacity is 25 people.
3. Food may be served with the Director's approval.
4. Alcohol may not be served.
5. Meetings must be conducted during regular Library hours.
6. Meetings must be conducted in such a way as not to disturb Library operations.
7. The applicant is responsible for all room set-up and breakdown of their own equipment, but not for moving the tables and chairs and Library furnishings. The applicant is responsible for all cleaning up and returning the room to its found condition.
8. The Library provides no storage space and assumes no responsibility for equipment or personal articles belonging to applicant or guests.
9. The applicant is responsible for damage to the Library facilities or its contents occurring as a result of the applicant's use of the building.
10. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies and to cancel any reservation for meeting space for any reason.
11. Library personnel shall have free access to space at all times.
12. Non compliance with these regulations may result in the denial of future use of meeting space.
13. Meeting room policy is determined by the Board of Trustees and is subject to review and revision at the discretion of the Board. Appeals to this policy may be submitted to the Board of Trustees in writing.

APPROVED BY THE BOARD OF TRUSTEES: March 2, 2015  
Reviewed and approved: March 6, 2019