

MEETING ROOM POLICY

The meeting room in the Sturm Memorial Library is to be used for recreational and educational meetings by organizations, individuals and businesses in the Library service area. The meeting room can be used between the hours of 8:00 a.m. and 10:00 p.m. seven days a week. Reservations can be made with any of the library staff.

The meeting room will not be booked more than 60 days in advance. To ensure equitable access, organizations and individuals are limited to using the meeting room for no more than four hours per day and no more than one reservation (day) per week.

The meeting room cannot be used for:

- purposes which may interfere with the regular operation of the Library;
- programs involving the sale, advertising, solicitation or promotion of commercial products or services;
- personal, company or family parties;
- individuals, organizations or businesses to conduct regularly scheduled office hours, classes, workshops or seminars and businesses using the meeting room on an irregular basis to conduct business.

The Library will consider requests from local, non-profit organizations to conduct certain types of fundraising activities.

No admission fee, registration fee or solicitation of donations from the general public is allowed.

The Library will not provide and/or store equipment and supplies to anyone using the meeting room.

People using the meeting room may use the equipment available as long as it is cleared with Library staff ahead of time. The coffee maker may also be used.

No posting of signs inside or outside of the meeting room or the Library is allowed. Events or meetings will not be publicized in a manner which suggests library sponsorship or affiliation. Use of the Library meeting room does not imply endorsement by the Library, its staff or the Board of Trustees. The sponsoring organization of any meetings and events must be clearly identified so that there is no confusion about whether they are Library sponsored events.

Maximum capacity of people allowed is 30.

If the meeting room is used while the Library is closed, users must sign up for a key to the main entrance and meeting room. The following apply:

- The key will have to be picked up prior to closing time on the day before (for morning meeting) or day of (for evening meeting) use unless other arrangements are made. (Signed waiver is required)
- Failure to pick up the keys will mean the meeting room is not available. Library staff will not make a special trip to the Library to open the meeting room for anyone who forgot to pick up the key.
- The key will be deposited in the outside Book Return when users leave the library. Loss of the Library key may result in charges for re-keying the library.

Food and drinks are allowed as long as all supplies are provided by user and everything is cleaned before leaving. No one is allowed to use library supplies at any time. Smoking and alcoholic beverages are not allowed.

Users will leave the meeting room as they found it – tables and chairs wiped down and in order, floors clear of obvious debris and the garbage emptied and carried out if at all possible.

Users agree to abide by all regulations of the Library relating to the use of the meeting room and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

The Library assumes no liability for groups or individuals using the meeting room. The Library is not responsible for lost, stolen or damaged items belonging to anyone using the meeting room.

Any disagreements with this policy shall be directed to the Library Director and/or Library Board.