

MEETING ROOM POLICY

The purpose of this policy is to insure an orderly, peaceful and efficient use of the library meeting room so as to accommodate and provide equal access to as many groups and organizations as is reasonably possible. The use of the meeting room does not imply the library's endorsement of any ideas expressed in the meeting.

Library programs and library-related programs have priority over all other room reservations and shall receive preference in the event of a scheduling conflict. Groups may be denied use of meeting rooms or be asked to reschedule a previous room reservation if a conflict arises with a Library-sponsored function. Should it become necessary for the Library to cancel a reservation, every reasonable effort will be made to contact the affected group as soon as possible.

Use of the meeting room is by reservation only. Upon the approval of library staff, individuals and small groups may use a meeting room on a walk-in basis if it is not reserved during a certain time.

Meeting rooms must be left clean and in the original condition. Groups must dispose of trash, sweep, and wipe down all tables and counters, if needed.

The applicant or representative of the group assumes financial responsibility for any damage done to library facilities or equipment.

Individuals reserving the meeting room for a group must be at least 18 years old.

Use of the library meeting room is free.

Library staff reserve the right to enter all meetings held in the Library District facility (except lawful executive sessions of government bodies).

Groups may not impose admission or entry fees.

Meeting rooms are not for personal or social events such as weddings, funerals, birthday parties, or reunions.

All meetings must be open to the general public and may not discriminate against any group or individual because of religion, ethnic origin, age or gender.

Meeting rooms are available after Library hours. It is the responsibility of a group to have a representative pick up a key to the meeting room prior to the meeting, if their meeting is scheduled after Library hours. Organizations must assume financial responsibility for lost keys/lock replacement.

Damage to the meeting room or library equipment must be immediately reported to the library staff.

Meetings for the exclusive purpose of fund-raising are prohibited, except for events sponsored by the Friends of the Library.

Sale of products or services is not permitted on Library property. Meetings whose main purpose is to sell a product or service will not be allowed. However, authors scheduled by the library for a program (author visit) are permitted to sell their books.

The set-up and taking down of tables and chairs are the responsibility of the group and must be accounted for within the reserved time. Reservations for meeting room must include time for the group to set up tables and chairs.

Each group is responsible for its own publicity. Use of the library meeting room does not imply Library endorsement, and no announcement, press release, flyer or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. Such announcements, press releases, flyers, or other promotions, should clearly state the sponsoring group's name and refer to the Library only as the location of the meeting/event.

Light refreshments maybe served, but groups may not prepare food on Library property. Groups are responsible for providing their own supplies (coffee cups, napkins etc.).

Outside catering for organization meetings is permitted. If a group is planning to have food catered to their meeting in the Library, a representative of the group should meet the caterers outside the Library and escort them to the meeting room. Library staff is unable to assist you with your catering set-up. The group is responsible for removing their trash.

Under normal circumstances, groups may use meeting room only once a month. However, it will be possible to hold a series of more frequent meetings for a specified period of time when approved by the Library board.

Furniture, equipment or supplies may not be stored on Library property between meetings.

The Library will not be responsible for materials or personal equipment left in the building by users.

Smoking, illegal drugs, or alcoholic beverages are not allowed.

All lights must be turned off before leaving the premises and the outside entry door must be secured. If door is left unlocked, meeting room privileges will be suspended.

The library reserves the right to revoke permission for reasonable cause at any time.

The Library Director or his/her designee has final authority on all matters pertaining to meeting room usage.

MEETING ROOM REQUEST FORM

Today's Date: ____ / ____ / ____

Time: _____ AM / PM

Group Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email: _____

Date of Request: ____ / ____ / ____

Time of Request: _____ AM / PM

The group will use kitchen facilities. Yes _____ No _____

Anticipated number of persons that will occupy meeting room. _____

The group or person reserving the room is responsible for preservation of order. The library is not responsible for accidents, injury, or loss of individual property while groups are using the building for meetings. The person reserving the room must be 18 years of age or older.

I hereby acknowledge receipt of a copy of the policy concerning use of the Salem Public Library Meeting Room and do hereby agree to abide by these policies.

Signature of person reserving room

Signed Meeting Room Policy: yes / no