

**MEETING
ROOM
POLICIES FROM
OTHER
LIBRARIES**



Meeting Room Application

Phone 435-884-1670

Fax 435-884-1680

GRANTSVILLE CITY LIBRARY

The Community and Conference Rooms of the Grantsville City Library are available for social, cultural, civic, and educational purposes, subject to approval by the Library Director. City sponsored meetings will have priority in scheduling. Use of rooms is governed by the conditions and limitations listed below:

1. The user(s) are responsible for any damage caused to library property during use of the rooms.
2. Often twenty-Four (24) hours advance notice for room reservations are required. A maximum of four (4) reservations may be held by one user or organization at one time. Extended reservations that monopolize a room to the exclusion of others will not be permitted.
3. Room reservations may be cancelled and the room released to another if the reserving party is more than 30 minutes late.
4. Rooms may be reserved for use within the library's regular business hours.
5. A wireless internet connection is available for use in the rooms. The library's internet and computer use policy must be followed by all room occupants. This policy is available for review at the Library, or upon request via e-mail.
6. Food or beverages are permitted with the payment of a refundable deposit of \$75.
7. The users are responsible to set up and put away chairs and to leave the meeting room in a clean and orderly condition.

Date _____

Organization/Individual _____

Select Type of Organization: Community Government Individual Non-Profit

Address _____

E-mail Address _____ Phone Number _____

Purpose or Subject of Meeting: _____

Room Requested:

- Community Room (seating for 75) Med. Conference Room (Seating for 10)
 Small Conference Room (seating for 8)

Meeting Dates	Estimated Attendance	Set-Up Time	Start Time	End Time

I have read and understand the Grantsville City Library meeting room guidelines and conditions and agree to abide by them.

Applicant's Signature _____

Printed Name _____

Received by _____ Posted on Calendar by _____

The Grantsville City Library does not discriminate in making its premises available for use on the basis of age, race, color, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry or the presence of any mental, or physical disability. The use of any of The Grantsville City Library facilities or meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the Library or the City of Grantsville.

Meeting Room Use policy

by uintahlib@gmail.com / February 4, 2016

LIBRARY MULTI-PURPOSE ROOM POLICY

REPLACES: no previous policy exists.

1. The Uintah County Library Multipurpose Room is available for use by the library and the community at large in conducting programs, activities and meetings under the conditions of use outlined below.
2. The Library Director will designate that library staff person(s) who will schedule and coordinate use of the multipurpose room.
3. Library activities shall take precedence in scheduling over nonlibrary programs.
4. Uintah County Library encourages use of the library multipurpose room for community activities, meetings, and programs.

5. CONDITIONS OF USE

6. The Uintah County Library Multipurpose Room is available for use by community social, educational, governmental and cultural groups in so much as such meetings:

Are scheduled prior to the activity by contacting the designated library staff person(s) and completing and returning to the staff the Multipurpose Room Use Request Form.

- Are scheduled only within the normal operating hours of Uintah County Library.
- Are open to the public.
- Are noncommercial or non-revenue generating.
- Do not entail a cover charge or participation fee.
- Are held in a manner that does not infringe upon other library activities
- Including patrons browsing library materials or the normal daytoday operations of the library.
- Meet library standards concerning the free expression of ideas and discussion.
- Meet accepted community standards with regard to subject matter.
- Does not infer library sponsorship or agreement with either the sponsoring
- organization or the ideas expressed at the meeting.

3. CANCELLATIONS OR REFUSALS

Uintah County Library may refuse to schedule meetings under the circumstances where:

- Planned meeting content does not meet library criteria.

- o in library policy.
- o Refusals may be appealed to the library director and further to the library board of trustees.
- o Decisions made by the board of trustees are final.
- o The library may cancel an already scheduled event if there is a scheduling conflict or if information comes to light indicating that an already calendared meeting does not meet multipurpose room use criteria.
- o Every effort will be made to notify the meeting group in a timely manner of this cancellation. If a cancellation is made because of scheduling difficulties, efforts will be made to reschedule the event in another, non-conflicting time slot.

4. USE OF THE FACILITY AND EQUIPMENT

The individual signing the Multipurpose Room Use Request Form is responsible for maintaining order at the meeting and insuring that the number of people in the multi-purpose room does not exceed that allowed by the current fire code.

Organizers are encouraged to discuss their equipment needs with the coordinating staff person prior to scheduling. Internet access may be available for meeting groups, provided that:

- o The library can make internet services available in a reasonable and timely fashion.
- o Such internet access does not represent a security threat to the existing library network.
- o Groups must supply their own computer equipment.

While library chairs and tables are available for group use, the group assumes responsibility for setting these up prior to the meeting and putting these away following the meeting. The library multipurpose room must be left in a pre-event condition.

Kitchen facilities are not available. Light refreshments may be served as long as reasonable efforts are made to clean up the facility following the meeting.

5. LIABILITY

Utah County Library assumes no responsibility either for the use of the facility or the ideas expressed within. Individuals and groups using the library multipurpose room do so at their own risk.

DATE ADOPTED: July 27, 2005

tags: policies

Meeting Room Policy and Form



To reserve a meeting room:

1. Check the [meeting room calendar](#) for availability.
2. Complete an [application form](#) if the space you want is available and your request meets the form's terms of use.

Other Meeting Room Space in Moab

If the Library's meeting rooms are not available during your desired meeting time, or your needs do not fit within the Library Meeting Room Reservation Policy, please see our list of [Meeting Room Space in Moab](#).

Meeting Room Reservation Policy

Three meeting rooms are available at the Grand County Public Library to support library programs and functions that further the work of the library. When not being used by the library, the rooms are available for reservation by not-for-profit organizations and noncommercial groups/meetings. The library provides these meeting rooms for members of the public on an equitable basis, regardless of the subject matter or content of the meeting or the beliefs or affiliations of individuals or groups requesting the meeting room. The meeting rooms are available during regular library hours designated for the public and are reserved on a first-come, first-served basis. Meeting rooms can not be reserved more than six months in advance. Groups and individuals requesting a reservation are required to submit a completed and signed electronic meeting room application form through the library's website. The completed and signed electronic form must be reviewed by library staff before a meeting room can be reserved.

All non-library sponsored meetings must be open to the public, free of charge and abide by the library's code of conduct. Nothing may be sold before/during or after non-library meetings while on library property. No solicitation or taking of orders for future purchases may occur in the library's meeting rooms during non-library meetings. For-profit groups or businesses will not be allowed to reserve the meeting rooms even if direct sales will not be occurring during the meeting. Tutors and their students are an exception to the noncommercial rule. Tutors are allowed to use the tutoring room, even if the tutor is being paid.

Library activities always have precedence for scheduling, and confirmed reservations may be subject to change if it is later determined that the room is needed for a library program.

If not occupied a meeting room may be used without making a reservation for any purpose that is in accordance with the Library's Code of Conduct. Walk in users must inform library staff of how long they will use the room so that the Meeting Room Schedule can accurately reflect availability for reservations.

The Library will deny the use of a meeting room to an applicant if in the Library's opinion: a) the purpose of the meeting or activity is illegal or potentially hazardous; b) the meeting will present health or security risks; c) the conduct of the meeting will interfere with the Library's functioning; d) the applicant has not provided satisfactory adult sponsorship and supervision for the meeting; e) the purpose of the meeting is promotional and/or for financial gain/fundraising or f) the applicant has failed to comply with these or other library regulations.

The maximum number of users of the library meeting rooms is as follows: large meeting room capacity is 60 persons; board room capacity is 12 persons; tutoring room capacity is 4 persons.

Granting permission for use does not, in any way, constitute endorsement by the Grand County Public Library staff or Board of Directors. No advertisement, flyer, or media may claim or imply such endorsement.

Any patron who has been denied the use of a meeting room by the Library Director can submit a written appeal within 30 days of receiving the Library Director's decision. The appeal will be reviewed by the Grand County Public Library Board of Directors at their next regularly scheduled Board meeting.

Adopted June 6, 2002 and revised/re-approved by the Grand County Public Library Board of Directors on August 10, 2006; July 9, 2008; August 18, 2010; June 22, 2011; July 12, 2012; September 12, 2013; October 23, 2014; October 22, 2015; March 29, 2017; and March 27, 2019.

WEBER COUNTY LIBRARY SYSTEM

Board of Trustees

ACCESS TO BUILDINGS AND GROUNDS POLICY

I. PURPOSE

- A. The purpose of this policy is to ensure public access and use of the library grounds and facilities in a manner complementary to the library's goal of providing equitable and safe access to information resources, programs, and services while ensuring such use does not interfere with operations or the rights of library patrons.
- B. This policy applies to all library visitors and employees while on library property. This policy does not replace, but supplements applicable federal, state, and local laws. This policy is specifically authorized by Utah Code § 11-61-104(2), Utah Code § 9-7-504 and 505, and Weber County Ordinance 2018-18.

II. DEFINITIONS

- A. Expressive Activity: Expressive Activity means (a) peacefully assembling, protesting, debating, or speaking; (b) distributing literature; (c) carrying a sign; or (d) signature gathering or circulating a petition.
- B. Public Forum: A Public Forum is an area that has a long-standing tradition of being used for and is historically associated with the free exercise of Expressive Activity. The following areas are designated Public Forums:
 - 1. Public roads surrounding the library grounds; and
 - 2. Public sidewalks that run adjacent to the public roads.
- C. Limited Public Forum: A Limited Public Forum is an area that has not traditionally been open for the free exercise of Expressive Activity but is made available by the library for Expressive Activity subject to the restrictions contained in this policy. The following areas are designated as Limited Public Forums:
 - 1. Library lawns; and
 - 2. Library public meeting rooms.
- D. Non-Public Forum: A Non-Public Forum is an area that is not a Public Forum or a Limited Public Forum and is not open for the free exercise of Expressive Activity. The following areas are designated as Non-Public Forums:
 - 1. The interior of the library, except for public meeting rooms that have been designated as Limited Public Forums;

2. Library entries and walkways leading from parking areas to entries; and
 3. Parking lots.
- E. Restricted Areas: A Restricted Area is an area where public access and exercise of Expressive Activity is prohibited. Restricted Areas include, but are not limited to, the following:
1. Employee information technology work areas;
 2. Employee offices and personal workspaces;
 3. Employee lounge and break areas;
 4. Equipment rooms/areas;
 5. Ramps and loading docks;
 6. Shrubs and flowerbeds;
 7. Storage areas; and
 8. Any other areas where signs indicate that access is restricted.

III. POLICY STATEMENT

- A. Use of Public Forum: Individuals or groups are permitted to the free exercise of Expressive Activity in Public Forum areas so long as they do not impede the flow of pedestrian or vehicular traffic or violate any Federal, State, or local laws.
- B. Use of Non-Public Forum: Individuals or groups are permitted to access Non-Public Forum areas but are not permitted to the free exercise of Expressive Activity in the Non-Public Forum areas.
- C. Use of Restricted Areas: Individuals or groups are not permitted to enter, access, or exercise Expressive Activity in Restricted Areas. Restricted areas may only be accessed by authorized employees.
- D. Use of Limited Public Forums: Individuals or groups are permitted to the free exercise of Expressive Activity in Limited Public Forum areas subject to the following content-neutral time, place, and manner restrictions:
1. Availability: Limited Public Forums are available for use during normal library operating hours. Reservations may be made in advance in accordance with the Library Board's Public Meeting Room Policy.
 2. Time, Place, and Manner Restrictions: Individuals engaging in Expressive Activity on the library grounds must abide by the following requirements. Expressive Activity must not:
 - a. Violate any federal, state, local, or other applicable law;
 - b. Interfere with the activities or rights of other persons or with the operations of the library;
 - c. Solicit or directly contact library patrons;

- d. Disrupt other's use and enjoyment of the library inside or outside the buildings;
 - e. Cause injury to persons or property or threaten to cause such injury;
 - f. Use or threaten violence or force, or encourage others to use or threaten violence or force;
 - g. Obstruct entrances or exits to the buildings;
 - h. Obstruct vehicular or pedestrian traffic;
 - i. Represent a threat to public safety;
 - j. Include camping or the use of temporary shelters;
 - k. Affix items to any permanent structures;
 - l. Light any material on fire;
 - m. Utilize any amplification device;
 - n. Attract a crowd larger than the occupant limitations that the location can safely contain;
- B. Restricted Speech: The following categories of activities or speech are not protected by law and are not permitted on library grounds in any area:
- 1. speech that incites imminent lawless action;
 - 2. speech that triggers a violent response ("fighting words");
 - 3. true threats of violence;
 - 4. obscenity; and
 - 5. child pornography.
- C. Persons or organizations responsible for an activity covered under this policy must remove all signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.
- D. Activity that results in damage or destruction of property owned or operated by the library is prohibited. Persons or organizations causing such damage may be held financially responsible.
- E. The library maintains discretion to end any activity that it deems to be disruptive or a threat to others.

IV. PROCEDURES

- A. It is the intent of the Board that the Library Director establish administrative rules/procedures necessary to implement this policy. These rules should, as much as possible, promote and foster pluralism in the Library environment by balancing the First Amendment freedom of speech and assembly rights of members of the public with the Board's right and responsibility to maintain a level of decorum appropriate to the Library's goals.

WEBER COUNTY LIBRARY SYSTEM

Administrative Procedure

PUBLIC ACCESS TO LIBRARY BUILDINGS & GROUNDS

In order to provide a safe and appropriate environment that allows all community members to use library facilities to the fullest extent during regularly scheduled hours, the Library prohibits activities that are illegal, present health or security risks, damage library resources, or disrupt the normal flow of operations.

RESTRICTED BEHAVIORS

Restricted behaviors include, but are not limited to:

- Smoking on Library property*
- Eating and drinking in non-designated public areas*
- Monopolizing employee time with personal conversations*
- Bringing a pet into the library or onto the library grounds**
- Unreasonable disruptive behaviors that affect others' access to, use, or enjoyment of the Library**
- Use of obscene language**
- Approaching others and engaging in conversation after being asked not to do so.**
- Conducting unauthorized sales, or charitable/political solicitations in a Library facility**
- Theft***
- Destruction of Library, employee, or patron property***
- Public intoxication, consuming liquor, or using illegal drugs on Library property***
- Soliciting for immoral purposes or patronage (panhandling)***
- Exhibitionism, sexual advances or abuse, or lewdness***
- Physical abuse between patrons or abusive behavior directed at a staff member***
- Threatening others verbally, with force, or with a weapon***

The above list is not intended to be all-inclusive. The Library staff and administration reserve the right to enforce other rules and guidelines not listed when they are needed to protect an individual's right to use and enjoy the Library.

Please see notes reverse side.

GUIDELINES:
PROGRESSIVE INTERVENTION

* Mitigate as time and circumstances allow.

** **Try to mitigate and use progressive discipline as needed.**

If the patron does not respond over time, or if the situation escalates, call police if directed to do so by a senior staff member. File a formal complaint, if possible; notify patron(s) they are not to return to the Library **for at least six (6) months** or they will be arrested for trespassing.

Also, tell the person(s) they may ask the Library Director to review their suspension. Whether or not a review is requested, the suspended individual must make an appointment and sign an "acceptable behavior contract" with the Library Director before privileges will be reinstated.

*** Notify the senior person in charge of the Library. Call police every time; file a complaint, if possible; notify patron(s) they are not to return to the Library **for at least twelve (12) months** or they will be arrested for trespassing.

Also, tell the person(s) they may ask the Library Director to review their suspension. Whether or not a review is requested, the suspended individual must make an appointment and sign an "acceptable behavior contract" with the Library Director before privileges will be reinstated.

NOTE: Document all conversations with community members concerning inappropriate behaviors that may require progressive discipline or future suspension. File a formal incident report with the Library administration every time the police are called.

Approved 06/26/01
Updated 01/28/10
Reviewed 01/30/14
Reviewed 11/21/2016
Reviewed 2/26/19

Ordinance 2018-18

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WEBER COUNTY AMENDING THE ORDINANCE GOVERNING LIBRARY POLICIES AND PROCEDURES

WHEREAS, pursuant to new legislation passed by the Utah State Legislature, Title 11, Chapter 58, Section 104, the Weber County Library's free speech policy may become invalid as of May 14, 2019, which is the effective date of the new legislation;

WHEREAS, the Library Board has approved this amendment to the Ordinance Governing Library Policies and Procedures in an open meeting and requests that the Board of County Commissioners approve the same to ensure that the free speech policy will remain valid when the new legislation becomes effective;

WHEREAS, the Board of County Commissioners finds that it is necessary to preserve the peace, health, and safety of the County's residents to amend the Ordinance Governing Library Policies and Procedures so that the Library's free speech policy will remain valid under the new state law;

NOW THEREFORE, the Board of County Commissioners of Weber County amends the Ordinance Governing Library Policies and Procedures as follows:

5.1 Subject to compliance with federal laws, state laws, and County ordinances and policies, the Library Board is hereby granted responsibility for:

- a. The expenditure of library funds;
- b. Establishing and revising policies in cooperation with the Library Director for the use, operation, maintenance, and care of the library, library facilities, equipment, staff, and other such Library resources.
- c. The purchase, lease, exchange, and/or sale of land; the purchase, lease, exchange, sale, or construction of buildings for the benefit of the library; and the purchase, lease, exchange, and/or sale of personal property for the benefit of the library.
- d. Establishing policies for the enforcement of library rules and applicable laws and ordinances, including restrictions on expressive activity on public grounds pursuant to Title 11, Chapter 58, Section 101 et seq. of the Utah Code Annotated 1953, as amended.

This Ordinance shall be effective 15 days after publication of a synopsis in the Standard Examiner.

PASSED, ADOPTED AND A SYNOPSIS ORDERED PUBLISHED this 16th day of October, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY

By James H. Harvey
James H. Harvey, Chair

Commissioner Ebert voted
Commissioner Harvey voted
Commissioner Jenkins voted

aye
aye
aye

ATTEST:

Ricky Hatch
Ricky Hatch, CPA
Weber County Clerk/Auditor



The City Library
THE CITY OF LOS ANGELES LIBRARY DEPARTMENT

Main Library

210 E 400 S
801-524-8200
Mon-Thu 9am-9pm
Fri-Sat 9am-6pm
Sun 1-5pm

Anderson-Foothill Branch

1135 S 2100 E
801-594-8611
Mon-Thu 10am-9pm
Fri-Sat 10am-6pm
Sun closed

Chapman Branch

577 S 900 W
801-594-8623
Mon-Fri 11am-8pm
Sat 10am-7pm
Sun Noon-6pm

Day-Riverside Branch

1575 W 1000 N
801-594-8632
Mon-Thu 10am-9pm
Fri-Sat 10am-6pm
Sun 1-5pm

Glendale Branch

1375 S Concord (1240 W)
801-594-8660
Mon-Thu 10am-9pm
Fri-Sat 10am-6pm
Sun 1-5pm

Sprague Branch

2131 S 1100 E
801-594-8640
Mon-Thu 10am-9pm
Fri-Sat 10am-6pm
Sun 1-5pm

Sweet Branch

455 F Street
801-594-8651
Mon-Thu 10am-9pm
Fri-Sat 10am-6pm
Sun closed

**BRANCH LOCATIONS
MEETING ROOM APPLICATION**

Incomplete applications may result in a processing delay.

FOR LIBRARY USE	
RES# _____	ID# _____
Date/Time Received _____	
Approved: <input type="radio"/> Yes <input type="radio"/> No	
Staff Initials _____	

Organization _____

Address _____ City/State/ZIP _____

Select type of organization: Business Community Government Individual Non-Profit

Primary Contact _____ Email Address _____

Address _____ City/State/ZIP _____

Daytime Phone _____ Cell Phone _____

Alt. Contact _____ Email Address _____

Daytime Phone _____ Cell Phone _____

Title of Meeting _____

Purpose or Subject of Meeting (be specific, e.g. film screening, panel discussion, lecture, etc.)

Intended Audience: Organization Members Company Employees
 Clients General Public

Date	Estimated Attendance	Set-up Time	Start Time	End Time	Name of Branch

Please attach a separate sheet for additional dates

Will there be any items for sale, charges, fees, donations, or other expenses for attendance or participation?
(restrictions and fees may apply) Yes No

If Yes, please explain:

e

Will there be a need for audiovisual equipment? Yes No

If Yes, please explain:

ee

Each group is responsible for set up and use of audiovisual equipment. Please see a library staff member for a list of audiovisual equipment available for public use at each location.

Each branch meeting room is equipped with tables and chairs. Please see a library staff member for a list of additional items available for public use. Each group is responsible for furniture and equipment set up and take down for its meeting.

The organization applying for permission to use library spaces, through its named representative, agrees to abide by policies and regulations of the library with regard to such spaces, facilities, and equipment. **All programs and meetings scheduled during library hours shall conclude 15 minutes prior to library closing.** Doors to meeting rooms must remain unlocked during public programs allowing for public participation. Public inquiries concerning meeting room use will be answered from information supplied on this application.

Applications will be accepted beginning **May 15** (for July through December dates) and **November 15** (for January through June dates). Applications expire **June 30** (for meetings held January through June) and **December 31** (for meetings held July through December).

I have read and understand the Salt Lake City Public Library meeting room guidelines and regulations and agree to abide by them.

Applicant Signature _____ Date _____

Applicant's Representative Signature _____ Date _____

(Required if applicant is under 18 years of age)

Facility Rental Policy

The Las Vegas-Clark County Library District (LVCCLD) strives to be a place that brings the community together to share information, attend programs, experience personal enrichment and provides educational experiences and opportunities to connect with others.

1. Must be at least 18 years of age to reserve an LVCCLD conference room/auditorium.
2. Reservations will be accepted on a first-come, first-served basis by application after LVCCLD scheduling has been completed.
3. Must access the facility during regular library hours. Requests for use outside of regular library hours at other branches must be submitted in writing.
4. Reservations may be requested no more than six months in advance.
5. All conference room/auditorium fees must be paid upon completion of the application. A written cancellation must be submitted at least 30 days prior to a contracted date to receive a full refund. Refunds will not be issued for cancellations submitted less than 30 days before an original contracted date.
6. If a user group wants to receive a refund and they have rescheduled a date, the refund can only be granted if the cancellation is requested more than 30 days from the original contracted date.
7. Any group leaving after scheduled departure times will incur a pro-rated addition to their charges according to the LVCCLD Conference Room/Auditorium Facility Rental Fee Schedule.
8. Unpaid balances in default may be turned over to a collection agency.
9. Must not disrupt or impede public access to library services or materials.
10. Must not use the LVCCLD name or any of the names of the individual facilities in any way other than to specify the location of the activity. It is understood that the ideas and opinions either expressed or presented by groups or individuals using the library facilities may not be those of the LVCCLD.
11. Alcohol is prohibited on all LVCCLD premises without express written authorization from LVCCLD. All requests must be submitted in writing at least 30 days prior to the event.
12. Groups must not engage in any activity that would cause concern for the health, safety, and well-being of LVCCLD patrons, buildings or premises. LVCCLD reserves the right to deny groups access if such activity occurs.
13. A designated representative must sign in and out prior to and following the use of the facilities and is responsible for possible loss or damage of equipment/furniture until the representative has signed out.
14. Groups are responsible for the set up and cleanup of all equipment/furniture used.
15. LVCCLD is not responsible for any property left on the premises and is entitled to dispose of any property not claimed within 14 days.
16. LVCCLD reserves the right to revoke facility use privileges of any individual and/or group that does not comply with the policy and guidelines stated herein or violates the terms and conditions of the LVCCLD Conference Room/Auditorium Facility Rental Agreement and/or Library Rules of Conduct.

Adopted by the Las Vegas-Clark County Library District Board of Trustees on March 10, 1994.
Revised and adopted October 10, 1996, and April 14, 2011, and September 13, 2012.

MODEL POLICY: USE OF MEETING ROOMS, 1

A meeting room is available in the (name of library) primarily to support library programs and functions that further the work of the library. When not being used by the library, the room is available for use by established not-for-profit organizations and noncommercial groups based in (city, county). In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors. However, all meetings must adhere to the rules established by the (governing authority). Failure to comply with the established rules may result in loss of future use.

Except for library and library-related programs, groups and organizations may reserve the meeting room no more than one time each month. A limited series of weekly or daily meetings may be scheduled at the discretion of the library director. The meeting room may be reserved up to 90 days in advance. Fees, rules, and procedures for use of the meeting room are established by (governing authority) and are reviewed annually. A copy of the fee schedule, rules, and procedures will be provided with the application for meeting room use. A completed and signed application must be returned to the library director within two business days or the reservation may be subject to cancellation. The library director may waive fees under exceptional circumstances.

Groups and organizations using the meeting room are required to set up for their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. The library will attempt to supply standard, nonconsumable meeting equipment and supplies, such as an easel for flip chart pads, a chalkboard, and a speaker's podium if these items are requested when the reservation is made. However, availability of equipment cannot be guaranteed, and meeting planners are encouraged to provide their own equipment. The library cannot provide consumable supplies (pens, paper).

Use of the meeting room does not imply endorsement, support, or cosponsorship by (name of library) of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, cosponsored, or endorsed by the library in any advertising or publicity.

All meetings and programs held in the library meeting rooms must be open to the public. No selling, solicitation, or taking of orders for future purchases may occur without written permission from the library director. No admission fees may be charged for programs held in the meeting room. Groups and organizations failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room. A library staff member may be present at any time during the meeting.

Approved by (governing body) on (insert date)

Signature of responsible representative

MODEL POLICY: USE OF MEETING ROOMS, 2

The library's meeting room is for the use by library staff for library-related and library-sponsored functions, such as children's story time programs, Friends of the Library meetings, and library programs. When not in use, the meeting room may be used as a quiet study room by individual patrons. Groups needing regular or occasional meeting space will be referred to other meeting facilities in the community.

Approved by (governing body) on (insert date)

Signature of responsible representative