

# **GENERAL POLICIES**

## **MEETING ROOM POLICY**

The Marengo-Union Library District has a meeting room with seating for a maximum of 68 people. The primary purpose of this meeting room is in support of library functions, meetings, and programs. The meeting room may be made available for use to members of the public. Organizations not affiliated with the Marengo-Union Library District may use the meeting room only when the following conditions are met:

1. Library programs have priority in reserving the room.
2. The meeting must begin during regular library hours. Meetings cannot exceed three hours. Meetings scheduled to run after hours must pay a non-refundable fee of \$30.00 per hour prior to the meeting to cover the cost of staff presence after hours. All other meetings must end 15 minutes prior to the library's closing.
3. The meeting is open to the public.
4. Library personnel must have free access to the meeting room at all times.
5. The reservation for the meeting room is made by a cardholder in good standing of the Library District, at least 18 years old, by completing the library's meeting room form, (form attached).
6. Groups are responsible for set up and break down of the meeting room. Meeting room surfaces, carpeting and furniture must be returned to their pre-event state. A custodial fee for clean up or damage may be charged to the library card of the person who reserved the room.
7. Child care is not available.
8. The meeting room may not be reserved by a group more than once a month and only 30 days in advance, except with the library director's approval.
9. The meeting cannot interfere with the safety and normal operations of the library.
10. Light refreshments may be served. Alcoholic beverages may not be served. Cooking and refrigeration facilities are not available. Cooking or reheating is not permitted.
11. The Marengo-Union Library reserves the right to refuse use of the meeting room, at the discretion of library management based on past abuse, disregard for this policy. The Marengo-Union Library District Board reserves the right for library staff to make exceptions to the above policy at their discretion.
12. The Marengo-Union Library neither approves nor disapproves of any viewpoint expressed by the users of the meeting room. The Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of the meetings.

**Adopted: March 25, 2014**

**Revised: August 28, 2015**