

Meeting Room Policy

Grafton-Midview Public Library

PURPOSE: To set forth the terms governing the use of the Library's meeting rooms.

STATEMENT OF POLICY:

As part of GMPL's dedication to serve the community and support its mission, the Grafton-Midview Public Library makes use of its meeting rooms for meetings and Library programs of an educational, informational and recreational nature. These meeting spaces are available to non-profit community groups, agencies and organizations when not needed for Library or Library-related activities. Groups using the meeting rooms must not interfere with or disrupt the programs, activities and normal operations of the Library, or cause a security risk or safety hazard to Library staff, property or patrons. Groups may use the meeting rooms free of charge for private meetings or for the general public. The meeting or program scheduled must be held free of charge, and without the intent of generating revenue.

Guidelines

1. A completed Meeting Room Reservation Form must be returned to and/or be on file with the Director before the Meeting Room is reserved. Forms are valid for one year and are renewable.
2. An adult member (18 years or older) of the group with a GMPL library card may make the room reservation through any Service Desk.
3. The Meeting Room is booked on a first come, first served basis with reservations made at least 24 hours prior to the meeting. Library-related events hold priority over any outside group's access to the room.
4. The Meeting Room may be booked for one meeting on the calendar at a time. No regularly scheduled meetings are permitted unless approved by the Director.
5. Access is provided equitably, without regard to beliefs or affiliations of individuals or groups.

6. Permission to use the Library Meeting Room does not constitute an endorsement by the Library of the user or the user's beliefs.
7. Neither the name nor address of the Library may be used as the official address of an individual or organization that has meetings on the property.
8. With adequate notice and reason, the Library retains the right to revoke permission to use the Meeting Room.
9. Programs must take place during Library hours. Check the calendar for current schedules. Meetings must adjourn 15 minutes prior to closing.
10. Groups are not permitted to post any signs or materials on the Library property.
11. The Meeting Room will be left in clean condition. Arrangement of the room is the responsibility of the organization, not the Library staff.
12. Any food served in the Meeting Room is the responsibility of the group to clean up. The group will incur the cost of cleaning the room if left unclean.
13. Groups or individuals are financially responsible for any damages they incur to Library property.
14. Smoking is not permitted in the Library.
15. The Library will not be held responsible for any materials or equipment brought into the Library by individuals or groups. The Library will not store materials or equipment for individuals or groups in the Library between meetings.
16. Attendance of the meeting is limited to fire code regulations for the rooms. Please check with staff for the size requirements.
17. Meetings are not to disrupt the use of the Library by other patrons. All persons attending the meeting are subject to all Library regulations and policies.
18. An adult leader must be present at all times and responsible for the supervision of any groups of children using the meeting room.
19. Failure to abide by these rules for meeting room use may be justification for denying the group further use of meeting rooms.

References

American Library Association, *Library Bill of Rights and Meeting Rooms: An Interpretation of the Library Bill of Rights*, July 2, 1991; *Grafton-Midview Public Library Mission Statement; Unattended Children and Vulnerable Adults Policy*.

Approved by GMPL Library Board of Trustees, October 13, 2015