Meeting Room Use and Fee Policy

Purpose

The library provides meeting room space to support educational, cultural, civic, and informational activities consistent with the library's mission as a community gathering place. Meeting rooms are intended to encourage lifelong learning, community engagement, and local economic development while ensuring equitable access for all users.

Use of library meeting rooms does not imply library endorsement of the beliefs, policies, or activities of any group or organization.

Priority of Use

Meeting room reservations are scheduled according to the following priority:

1. Library-sponsored programs and activities
2. Governmental agencies and library partners
3. Nonprofit and civic organizations
4. Local businesses and educational programs
5. Private individuals or commercial users

The library reserves the right to reschedule or cancel reservations if space is required for library operations.

Eligibility

Meeting rooms are available to:

- Nonprofit organizations
- Civic and community groups
- Government agencies
- Educational institutions
- Local businesses
- Individuals conducting lawful activities

Users must be at least 18 years of age and accept responsibility for the reservation.

General Use Guidelines

- Alcohol is not allowed.
- Meetings must be open to the public unless approved as private business use.
- Activities must comply with all local, state, and federal laws.
- The room must be left clean and returned to its original setup.
- Reservation time must include setup and cleanup.
- Groups are responsible for their own supplies and equipment unless otherwise arranged.
- The library is not responsible for materials left unattended.
- Smoking, vaping, illegal substances, and unlawful activities are prohibited.
- Events may not disrupt normal library operations.

Fees

The library seeks to balance community access with recovery of operational costs. Fees are assessed according to user type.

Tier 1 — Library & Community Use

User Type	Fee
Library-sponsored programs	Free
Government agencies	Free
Nonprofit organizations	Free
Civic/community groups	Free

A refundable cleaning/damage deposit of $25 may be required.

Tier 2 — Local Business Use

Use	Fee
Business meetings or trainings	$35 per hour
Half day (up to 4 hours)	$100
Full day	$175

Tier 3 — Commercial / Revenue-Generating Activities

Use	Fee
Paid classes or workshops	$50 per hour
Product sales or commercial events	$60 per hour

Tier 4 — Private Social Events (if permitted)

Use	Fee
Showers, celebrations, private gatherings	$50
Refundable deposit	$50

Reservations

- Reservations are accepted up to six months in advance.
- Requests are processed on a first-come, first-served basis.
- A completed reservation form is required.
- Fees and deposits must be paid prior to room use.
- No single group may have more than four (4) bookings within six months.

Cancellation Policy

- Cancellations made at least 48 hours in advance will receive a full refund.
- Failure to cancel may result in forfeiture of fees or future reservation privileges.

Setup and Cleanup

- Users are responsible for arranging tables and chairs unless staff assistance is scheduled.
- Trash must be removed or placed in designated receptacles.
- Additional cleaning or damage repair costs will be deducted from deposits.

Liability

Groups agree to hold harmless the library, municipality, staff, and governing board from liability arising from meeting room use. Proof of insurance may be required for large or commercial events.

Denial or Revocation of Use

The library reserves the right to deny or revoke meeting room privileges for:

- Policy violations
- Failure to pay fees
- Damage to library property
- Activities that interfere with Library operations or public safety

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Policy Approval

Approved by the Library Board of Trustees on: _____