

Louis Latzer Memorial Public Library

Meeting Room

Library Adopted Aug. 4, 2004. Revised April 25, 2017.

Louis Latzer Memorial Public Library provides meeting rooms for groups as a public service. The booking of a meeting room does not imply library endorsement of the content and speakers of meetings held in the library. In making such rooms available, the library aspires to meet the principles set forth in the Library Bill of Rights.

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees. The library reserves the right to decline meeting room requests that do not meet the spirit of this policy.

Meetings:

- When not needed for library use, meeting rooms are available on a first-come, first served basis for meetings that are educational, cultural, civic, or charitable.
- Meetings may not disturb the normal operations of the library or pose a safety hazard.
- The sale, advertising, solicitation, or promotion of products or services is not allowed in library meeting rooms.
- Presentations that are primarily commercial in nature, rather than educational, are not permitted. Individuals who wish to be featured at a library program should contact library staff.
- Meeting rooms may not be used for private social gatherings or parties.
- A representative from the library may attend any meeting held in library facilities.
- The library reserves the right to cancel any reservation due to unforeseen circumstances.
- Requests for use of meeting rooms for one on one tutoring may be granted one a per use basis as rooms are available.

Hours:

Meetings may be scheduled for all hours when the library facility is open. The Community Room is available after hours.

Use of Facilities:

A deposit of \$50 is required to hold a room. The deposit will be returned following the meeting if the room is in the same condition it was before the meeting started.

The capacity of the auditorium is 100, community room is 35, small meeting room is 15 and may not be exceeded.

Tables and chairs are available for use by groups using the meeting rooms. The group using the room is responsible for setting up the room as well as putting it back after the meeting.

Material may not be mounted on the walls or ceilings of the meeting room.

Responsibility of Users:

A cardholder or requester of a meeting room must assume legal responsibility for their group's activities in the library. This person must be over the age of 18 and must sign the application and agreement and see that the group follows all of the rules and regulations described in this policy. Any group that abuses the meeting room privilege shall lose the right to use the meeting rooms.

All users are responsible for complying with the provisions of the Americans With Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

The library is not responsible for any accidents that may occur on library property to individuals attending programs or meetings in the library. Organizations using the meeting rooms will be held responsible for any accidents occurring as a result of the group's activities. Meeting room users will be held responsible for any damage to the library building, grounds, or equipment due to negligence or willful misconduct.

At the conclusion of a meeting, the room must be returned to its original condition.