

## Meeting room when used outside of regular library hours:

### **Churdan Public Library Meeting Room Policy**

The Churdan Public Library welcomes the public use of our meeting room. The purpose of the library's meeting room is to provide space for library programs and events to fulfill the library's role as a community center where the public can attend informational, education and cultural events.

\*In addition the meeting room is available for private use by library patrons for special gatherings and meetings. It is available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting to use it. Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room. ***Permission to use the meeting room for these events does not constitute Library endorsement.***

#### **Fees**

- Nonprofit 501(c)(3) entities may use the meeting rooms free of charge
- \*Groups and individuals are charged \$25

#### **Facility**

- The meeting room is limited to a capacity of 49 seats
- Controlled substances, alcohol and smoking are not permitted
- The library will not be responsible for materials left at the library
- No materials or property shall be moved or attached that will damage floors, walls or woodwork.
- Each group is responsible for setting up the room and returning it to its original arrangement. Clean tables, countertops, sink and floors as needed; list of items and locations is provided.
- Kitchenette facilities may be used for refreshments. Paper products must be supplied by the group using the meeting room (coffee filters and limited serving utensils are available for use)
- Wi-Fi access is available
- The library is not responsible for the loss or damage of private property or for any accidents or injuries that may occur.
- Presenters using the meeting room equipment are expected to have basic knowledge of their use.
- If a question or objection is raised regarding use of the meeting room, the Library Board of trustees is the final authority in granting or refusing permission.
- Failure to comply may result in the suspension of meeting room privileges.

**Meeting room used during library hours: privacy is not guaranteed as the handicap entrance and restroom are included in the meeting room**

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### **Fees**

- Nonprofit 501(c)(3) entities may use the meeting rooms free of charge
- \*For profit groups and individuals are charged \$25
- No charge for groups or individuals holding not-for-profit events

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- Kitchenette facilities may be used for refreshments. Paper products must be supplied by the group using the meeting room (coffee filters and limited serving utensils are available for use)
- Wi-Fi access is available
- The library is not responsible for the loss or damage of private property or for any accidents or injuries that may occur.
- Presenters using the meeting room equipment are expected to have basic knowledge of their use. *Staff cannot provide in-depth training but will answer basic questions about the equipment*
- If a question or objection is raised regarding use of the meeting room, the Library Board of trustees is the final authority in granting or refusing permission.
- Failure to comply may result in the suspension of meeting room privileges.

# Churdan Meeting Room

**Please read and understand the meeting room policy**

**Name of individual or group** \_\_\_\_\_

\_\_\_\_\_ non-profit organization, free \_\_\_\_\_ all other uses, \$25 charge

**Purpose of event** \_\_\_\_\_

**Name of responsible individual** \_\_\_\_\_

**Address** \_\_\_\_\_

**E-mail** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Date of event/meeting** \_\_\_\_\_

**Start time** \_\_\_\_\_

**I have read the meeting room policy and agree to abide by it**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**The key can be picked up during regular library business hours.**

**Drop key in book drop located at the front of the building at the conclusion of the event.**