

Small Meeting Room Policy

The small meeting rooms are available to the following groups with preference given at all times to library-sponsored programs:

- Library services
- Library-related groups
- Departments of city and county government
- Non-profit organizations (civic, cultural, educational, scientific)
- Business and professional organizations
- Individual meetings for the purpose of studying or discussion

The library board has approved the following guidelines. The library board neither approves nor disapproves of content, topics, subject matter, or points of view of groups using the meeting room. The room is not available for sectarian or religious services, private parties, or regularly scheduled meetings or classes.

Regulations

1. Library activities and programs will always take priority in the use of the room.
2. The small meeting room is available during regular library hours only.
3. The small meeting room is available for meetings, group study, and tutoring.
4. No items or services may be offered for sale, nor may orders for goods or services be solicited while on library premises.
5. Groups are responsible for leaving the room as they found it.
6. A group using the meeting room assumes liability for any damage to the building, furnishings, or equipment and will be assessed for any repairs.
7. There will be no storage of equipment or records belonging to the group
8. Meetings may not exceed 3 persons.
9. Use of materials on walls, or decorations, is prohibited without specific approval of the library director.
10. The meeting room is designed for changing events, open to diverse groups, and may not be reserved for use as a group's regular weekly meeting place.