

## MEETING ROOMS

The Hussey-Mayfield Memorial Public Library has a variety of meeting room space available for use by Library customers.

### LIBRARY MEETING ROOMS GUIDELINES FOR USE

- Use of Library Meeting Rooms will be limited to responsible public forums sponsored by local citizens, organizations or groups, and all meetings will be open to the general public.
- Such use, however, shall at all times be secondary to the fundamental objective of the Library . . . to provide for all ages a suitable environment for research, study and reading.
- Prohibited activities include:
  - *Except in support of the Library*, buying, selling, advertising or trading products or services for cash or other consideration or the potential to realize future profit from the holding of “free” seminars on Library property *including*, but not limited to, *the use of Meeting Rooms by paid tutors [see Study Room Policy]*
  - Personal or family events
  - Social events hosted by any group outside the Library Board, Library committees and Friends of the Library
  - Bringing of animals, insects or other living organisms into the Library, except for trained service animals and animals being used as part of a Library program with permission of the Library Director
- Meeting Rooms are available for use during the hours the Library is open to the public.
- Users of Library Meeting Rooms will be responsible for cleaning any spills and restoring the room arrangement. Damage should promptly be reported to Library staff.
- Use of craft materials in Library Meeting Rooms will be restricted to meeting rooms with vinyl flooring.
- Alcoholic beverages may not be dispensed or consumed in the Library building or any other place on Library property. Light refreshments are permitted in certain Meeting Rooms. Refundable deposits vary with use of each Meeting Room. *[refer to current list of charges]*
- Children under age 8, if not involved in the meeting taking place in the Meeting Room, must be supervised by an adult or an adolescent at least 12 years of age while visiting the Library. Library employees are not responsible for childcare during meetings. See “*Unattended Children Policy*” for additional information.
- The Library assumes no liability for loss or damage arising from the use of Library Meeting Rooms by the applicant, a group’s members and/or guests.

## LIBRARY MEETING ROOMS APPLICATION GUIDELINES

- A Hussey-Mayfield Memorial Public Library card is required to apply for use of a Library Meeting Room.
- Applications for use of Library Meeting Rooms must be made initially via the Library website.
- Applications usually must be made at least 2 weeks prior to the use of the Meeting Room. *Note: Less notice than 2 weeks is possible, but not recommended.*
- Firm reservations for use of Library Meeting Rooms will be authorized for no more than 2 months in advance of the use.
- Application for use of the Library Meeting Rooms may be made in advance for up to 6 months tentatively, to be actually booked as the chosen dates reach 2 months prior to the future requested date.
- A refundable deposit is required to use *each* Library Meeting Room. The deposit varies with the room being used. *[refer to current list of charges]* The deposit will be returned to the user after the last use of the Meeting Room, provided the user adheres to posted use requirements. *[refer to current list of charges for information related to the retaining of deposits by the Library]*
- Applicants may apply to use Library-owned audiovisual equipment and/or ask for assistance from the Library IT staff; *requests must be made at least 1 week in advance of the date of use. [refer to the current list of charges, which can be found under the Meeting Room Policy on the Policy Page of the Library's website]*
- Users of Library Meeting Rooms are responsible for setting up the room. Chairs and tables are stored in each meeting room. Library staff will not be available to set up Meeting Rooms.
- The Library, in its discretion, may change or cancel reservations for the Meeting Rooms.
- Library customers desiring to use Library Study Rooms, refer to the *Study Room Policy* for details.
- Any requests for changes from the original application must be submitted in writing to Library staff at least 7 days prior to the meeting date.