

Meeting Room Policy

for the Scio Memorial Library

Meeting room is available for use by community groups. The meeting room principally referred to in this document is the meeting room dedicated to Jason Dunham, but other areas of the library property, inside or outside, may be requested for use subject to approval as specified herein.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the Library. The Library is not responsible for anything brought to the Library by any group or individual attending a meeting. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.

- Requests for use of the facility shall be granted on a first-come, first-served basis. Those making the request should allow at least seven days for approval to be granted. Requests are to be made in writing on the form provided.

- Library programs have priority for the use of facilities.

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- Functions must end and meeting rooms vacated no later than 15 minutes after the time stated on the reservation request form.

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- There is no charge for meeting room use; however, staff time must be reimbursed for use outside of scheduled library hours. No supplies or equipment will be provided unless specified on the request form.

- The reserving group is responsible for leaving the room as they found it, and removing anything brought in, such as project materials or refreshments. If the furniture is rearranged, the room must be returned to the original setup.

- All functions will be conducted in a manner not to disturb other patrons in the library and attendees shall abide by standards of acceptable behavior.

- No more than twenty (20) persons will be permitted in the Jason Dunham meeting room.

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- Groups using the facilities will be responsible for any damage to library property should such occur.

- If group is unable to keep the room reservation, it is requested that they give the Library at least 24 hours notice.

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- Any group that does not comply with the above regulations will be denied further use of the library's facilities.

Presented to the Board of Trustees on _____

and approved _____