

## **Harvey-Mitchell Memorial Library**

### **Community Room/Meeting Room Policy**

The Harvey-Mitchell Memorial Library offers several meeting rooms and a larger community room for use when it is not scheduled for library events. There is no charge for using the meeting room, though donations are encouraged. **Meetings and events scheduled during library operating hours are welcome; however, the event must not exceed reasonable noise and activity levels for the patrons using the library.** HMML encourages local groups and organizations to meet at the library for civic, cultural, and informational purposes. The meeting rooms are not available for private parties or use as permanent office space. Use of these rooms for profit (collecting money as admission for example) is also prohibited.

The meeting rooms can be reserved ahead of an event or meeting, but can also be used on a walk in basis if they are not reserved. If the event or meeting is being held outside regular library hours, an application form for the room (accepting responsibility for the room's contents, condition, and keys to the building) must be signed by a representative of the group. Reservations may be made up to three months in advance. Reservations will be accepted on a first-come/first-served basis.

Use of the library's meeting rooms does not imply endorsement of the event or its sponsorship by the library. Furthermore, no announcement, press release, flyer or other promotional endeavor should state or imply endorsement or sponsorship. Such promotional endeavors should clearly state that the library is merely the location of the meeting. Groups may not use the library's name or address as their own address or headquarters.

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Attendance in the large community room is limited to 60 individuals. The smaller meeting rooms can hold 6-12 people. Refreshments are allowed in the large community room and use of the sink and counter area in the room are permitted as well. The library has several tables and 40 folding chairs for use. All groups are responsible for setting up these tables and chairs for their own use, and for returning them to the storage closet in the community room. The library will not provide storage space for groups using the facilities.

**All groups are required to leave the meeting area in a neat, clean, and orderly condition. This is not the responsibility of the library. A vacuum cleaner is available.**

Groups are responsible for paying for any breakage, damage to library property, or inordinate amount of cleaning resulting from the use of the meeting room.

Smoking and alcoholic beverages are prohibited.

**Failure to comply with this Meeting Room Policy will result in the group being barred from further use of the meeting room.**

Adopted by the Board of Trustees	November 17, 2003
Modified by the Director	January 20, 2005
Modifications adopted by the Board of Trustees	January 24, 2005
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