

# C. C. Mellor Memorial Library

## Meeting Room Use Policy

Approved by the Board of Trustees: October 2015

### Purpose

The Library's conference room and children's programming room are resources for the community which complement the library's mission of providing learning and leisure opportunities for the community.

The library welcomes the use of the conference room and programming room for educational, cultural, informational and leisure events and activities. The rooms are available on equal terms to all community organizations regardless of the beliefs, philosophies or affiliations of their members provided that the meetings are free and open to the public.

Library programs and activities have precedence over public requests for use of the rooms. Community organizations and groups will be scheduled as times and spaces permit on a first come basis. The library reserves the right to change or cancel a booking at the sole discretion of the library director.

The conference rooms may be used within normal library hours of operations. Meetings are expected to end at normal closing times. Exceptions to these times may be made for special circumstances and with Board approval. Meetings may not be scheduled for days the library is closed. Organizations must contact the library director to schedule use.

All facilities must be left in a clean and orderly condition. Tables and chairs restored to their original locations after use and trash and recycling placed in proper receptacles. Organizations that have permission to leave items must put them away after each meeting. The library is not responsible for those items that are left behind. The library reserves the right to charge a fee for clean-up.

Light refreshments may be served. Care must be taken to serve and consume refreshments that do not deface the library facility or equipment. All trash must be placed in proper receptacles.

While we do not currently charge for the use of the space, contributions to the library are willing accepted. No charges or fees may be assessed for attendance, though charges for materials are permitted. Groups such as Toastmasters or Scouting organizations may charge a membership fee.

### Disclaimer

The fact that a group meets in the Library does not in any way constitute an endorsement by the Board of Trustees or staff of the group's policies or beliefs. The library board and library staff are not responsible for the accuracy, use, or consequences of statements made during the meeting.