

MEETING ROOM POLICY

PURPOSE

The meeting room is intended to be used by the Graham Public Library for library meetings or library sponsored activities. When the meeting room is not being used by the library, the room may be reserved by members of the public for educational, informational or cultural activities on a limited, self-service basis that fall within the guidelines set forth by the policies of the Library Board.

ROOM AVAILABILITY AND RESERVATIONS

Because the library uses the meeting room routinely in carrying out the varied activities that support its mandated services, use of the meeting room by outside groups is very limited.

Meeting room priority will be given to:

1. Library related events and services;
2. Activities related to local non-profits.
3. Community events and services within the Library's primary service area;

The meeting room will be available for use during regular library hours only. The room will be opened 15 minutes before the scheduled time of a meeting. All meetings must end 15 minutes prior to the library's closing time.

To reserve the meeting room, a representative of the reserving group must fill out a reservation form and sign the hold harmless agreement. Users are encouraged to make a reservation as far in advance as possible. The application must be approved by the Library Director or designee. The Library Board reserves the right to deny any group the right to use the premises for any reason.

Meeting room is reserved on an "as is" basis. Users must reset the room to the original condition before vacating the premises and are responsible for any damage that occurs during their reservation.

No deliveries can be accepted for meetings. Materials cannot be stored at the Library before or after a meeting.

CONDUCT

Users are responsible for reading, understanding and following all library policies and procedures including the Library Patron Behavior Policy. Failure to do so will result in loss of Library privileges including meeting room privileges.

Use of the room cannot be disruptive to the programs and activities of the Library.

No unlawful activity is permitted on Library premises.

Adopted by the Graham Public Library Board on June 14, 2017