

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 library is not using the meeting room, the room may be reserved by members of the public for educational, informational or cultural activities on a limited basis that fall within the guidelines set forth by the policies of the Library Board. The meeting room shall not be reserved for the sale, advertising, solicitation, or promotion of products or services. Only library sponsored activities may involve sale of items or fundraising.

ROOM AVAILABILITY AND RESERVATIONS

Because the library uses the meeting room routinely in 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 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 complete 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.

CONDUCT

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

Deliveries for meetings are prohibited. Storage of supplies before or after a meeting is prohibited.

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.

A meeting held at the library does not constitute an endorsement of the ideas or information expressed at the meeting. No group using the meeting rooms should attempt to infer an endorsement by the library in their advertising or use the library's contact information as the

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group's contact information. Reservations may be cancelled in advance of any meeting where this regulation is violated.

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

Reviewed & Revised March 13, 2024