

MONROE PUBLIC LIBRARY — MEETING ROOM USE POLICY

Approved: 4/10/97, 4/15/10

Reviewed: 5/1/03, 03/03/05, 4/5/07

Revised: 8/5/99, 5/4/00, 6/3/04, 3/3/05, 4/5/07

Fire regulation limits: Downstairs room 18 people, Upstairs room 160 people

The meeting rooms of the Monroe Public Library are primarily intended for library programs. When not needed for activities related to the Library, the rooms will be available for use by local non-profit community groups. Rooms are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use the library facilities does not constitute an endorsement by the Library of the group or the group's beliefs.

Meeting rooms may be used for programs sponsored by government units, educational and cultural agencies, community service agencies and other responsible not-for-profit organizations. Businesses requesting use of the meeting rooms for training or managerial purposes will be given individual consideration.

Groups using the Monroe Public Library meeting rooms may not charge admission and may not advertise or sell items or services. Activities sponsored by Monroe Public Library and the Friends of the Monroe Public Library are exceptions. Exceptions may also be made for fundraisers by not-for-profit organizations that share the MPL mission. The MPL Boards will give individual consideration to requests by non-library groups that request use of the meeting rooms for fundraising activities.

The meeting rooms will be reserved on a first come, first serve basis. Meetings are to be scheduled when the Library is open. Meetings, other than those officially sponsored or hosted by the Library, must begin and end during normal Library hours. Meeting room reservations may be made as early as December 1 for the next year. Exceptions permitting scheduling a meeting room before December 1 may be made if it is necessary for an organization to schedule a speaker earlier than December 1 for the coming calendar year.

Groups composed of members under the age of 18 must have adult supervision present during the entire meeting.

No fees will be charged by the Library to use the meeting rooms. Donations are accepted.

Library equipment may be used if arrangements can be made prior to the meeting.

The upstairs meeting room has a kitchen with a coffee maker and a refrigerator. Groups must provide their own food and beverages and service needs such as cups, napkins etc. Participants in schedule meetings held in the downstairs meeting room may bring pre-prepared individual containers of beverages or snacks. The downstairs meeting room has no facilities such as water, coffee makers, refrigeration to assist groups with preparing and serving groups or for cleaning up after group refreshments are served.

No consumables or other items used in programs may be left in either the upstairs or downstairs meeting rooms or stored on Library premises. Alcoholic beverages and smoking are not permitted on Library premises.

Groups are responsible for their own clean-up following their programs. A fee of \$25.00 will be assessed if the room is left in disorder.

Decorations must conform to fire code and may not be attached to walls or furniture.