



Policy on Library Meeting Rooms

Adopted April 1997 Last Revised November 2013

The meeting rooms of the Monroe Public Library may be used by the public when not needed for library activities. In granting permission for groups to use library meeting rooms, the library does not endorse the viewpoints of those using the meeting rooms.

Guidelines

1. Admission may not be charged for events or classes held at the library, and products or services may not be sold.
2. Events must begin and conclude during the library's open hours.
3. Room reservations for a particular calendar year are accepted beginning December 1st of the preceding calendar year.
4. The projection system in the second floor meeting room may be used by the public if prior arrangements are made.
5. Minors using the meeting rooms must have adult supervision at all times.
6. No alcoholic beverages may be served.
7. No candles may be used.
8. Rooms should be left in clean, undamaged condition. Groups may be denied future reservations if such problems occur.
9. If a group does not begin using the room within 15 minutes after the scheduled reservation time, the room becomes available to others.

The library director may make exceptions to guidelines 1-5 on a case-by-case basis.