



# Policy on Meeting Rooms

Adopted April 1997 Affirmed June 2024

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.

Priority for meeting room use is given to groups, rather than individuals. Individuals may not reserve meeting rooms, but may use them on a walk-in basis when available.

## Guidelines

- Admission may not be charged for events or classes held at the library, and products or services may not be sold. Exceptions will be made for the library, the Friends of the Library, and the library's two in-house partner organizations: the Literacy Council of Green County and the Green County Genealogical Society.
- All components of the *Policy on Appropriate Library Behavior* are applicable in the *meeting rooms*. *Groups may be denied future reservations if any such problems occur.*
- Events must begin and conclude during the library's open hours, including ample time for cleanup.
- Room reservations for a particular calendar year are accepted beginning December 1st of the preceding calendar year.
- The projection system in the second floor meeting room may be used by the public if prior arrangements are made.
- Minors using the meeting rooms may require adult supervision on a case-by-case basis. The supervising adult may not be a peer.
- No alcoholic beverages may be served.
- No candles may be used.
- Tables and chairs should be returned to the position they were in prior to the meeting or event.
- Rooms should be left in clean, undamaged condition. Groups may be denied future reservations if such problems occur.
- If a group does not begin using the room within 15 minutes after the scheduled reservation time, the room becomes available to others.
- The posting of promotional or directional signage in the library (including the grounds) is not permitted, other than signage accepted for the public bulletin board.