

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 511

SUBJECT: USE OF THE MEETING ROOMS

ELIGIBILITY

It is the intention of the Library to open its meeting rooms for certain limited educational, cultural, civic and intellectual functions conducted by community groups, governmental groups, and service organizations within the Saline Library District. Profit-making organizations may use the rooms for business meetings or staff training sessions only. The sale of merchandise is not allowed, with the exception of sales in conjunction with author visits or library programming. The meeting rooms may not be used for campaigning or petitioning. All groups must submit room reservation requests via the Library's online reservation system. The meeting rooms must be reserved by a Saline District Library cardholder who is 18 years of age or older. Youth groups (those groups with attendees under the age of 18) must have adult supervision. Meeting rooms are not available for private social occasions.

All meetings held in the Library meeting rooms must be open to the public free of charge. The rooms will be reserved on a first come, first served basis. Library programs and events shall have the first priority for meeting rooms, and any use that interferes with those programs or events shall be prohibited. The Library reserves the right to limit use of the meeting rooms to certain days and times as necessary to accommodate Library staffing availability.

APPLICATION

Reservation requests must be submitted online before a room can be reserved. The Director has the sole discretion to determine whether an application satisfies the eligibility requirements for reserving a room. However, any person or organization that is denied a reservation may appeal that denial by submitting an appeal in writing to the Saline District Library Board. The person submitting the reservation request must be present at the approved function.

FEES

A minimum fee of \$15.00 will be assessed if the meeting room is left in a condition that does not comply with the requirements as outlined in the **Use of the Meeting Room Guidelines**. Payment must be made to the Library before the meeting room can be reserved for another time. If the room is damaged in any manner, the person or group reserving the room shall be charged the actual costs of repairs.

USER RESPONSIBILITY AND LOSS OF PRIVILEGES

Violations of this policy or “User Responsibilities” set forth in the Saline District Library **Use of the Meeting Room Guidelines** may result in loss of meeting room and/or Library privileges as set forth in **Policy #502: Code of Behavior**.

DISCLAIMER

Use of the meeting rooms does not constitute the Library’s endorsement of a group’s policies or views by any of the staff or Board members.

POLICY APPROVED: _____

EFFECTIVE: _____

President: _____