

MEET AT MIDPOINTE LIBRARY SYSTEM

The MidPointe Library System offers meeting rooms available free of charge during regular hours of operation to non-profit community groups. Library activities and events sponsored by the Library will be given priority when scheduling the meeting rooms.

Library meeting rooms may not be used for:

- Promotion or sale of services (staff gatherings and internal meetings are allowed).
- Fund raising purposes.
- Political campaigning or the signing of petitions (organizational meetings are allowed).
- Conducting classes for profit.
- Private social events, such as family reunions, birthday parties or weddings receptions.

No registration requirement, admission fee, attendance charge or donation request may be assessed by any non-Library group using a meeting room.

The Library does not endorse the purposes and policies of organizations using the meeting rooms. The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities. Announcements or publicity must include an email or telephone number other than the Library as contact for information.

The Library's address and/or phone number may not be used as the contact for any organization. Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy. The Library reserves the right to cancel any meeting at any time.

The Library Administration reserves the right to review any or all applications and may demand sufficient time to make a proper investigation before granting approval.

Alcoholic beverages are prohibited, except that alcoholic beverages may be permitted at events for adults (in meeting rooms or on the library premises) that are sponsored by the library or affiliated groups. The Library Director will be responsible for considering and approving such event requests after evaluating any needed legal permits, licenses, or additional insurance requirements.

Presenters at Library-sponsored programs are permitted to sell merchandise related to the subject or activity of their program. This permission is granted to reduce the cost of the program to the Library. Potential sales must be optional for attendees with all payments made directly to the performer(s).

GENERAL GUIDELINES

All meetings must be open to the public and the news media. This means that anyone may sit in on any meeting at the library. If a person is creating a disturbance, please contact a Library staff member.

In order to make the meeting rooms available to as many community groups as possible, rooms may not be reserved more than twice a month. Meeting rooms may be reserved up to three months in advance.

Library staff do not set-up or arrange furniture in the meeting rooms.

Food and non-alcoholic beverages are permitted in meeting rooms, however, all trash must be properly disposed of, and rooms must be returned to their original condition. If professional cleaning is required, charges will be passed on to the responsible group. Customers will be held responsible for any damages done to meeting rooms, furniture and/or equipment.

A representative of each group must agree to the "Meeting Room Policy" before every meeting.

The Library is not able to store materials or supplies from one meeting to the next; nor is the Library able to receive materials sent to groups using the facilities.

All rooms must be vacated 15 minutes before Library closing time.

Meeting rooms may not be used for any illegal activity or activity that is prohibited by any Library policy. Open flame, use of chemicals and any other activity deemed dangerous by the Library is prohibited. The number of meeting attendees cannot exceed the maximum occupancy for the room.