

LIBRARY MEETING ROOM USE OPERATIONAL POLICY

1. Keys will be given for access to areas appropriate to the room(s) rented. These will be clearly marked and secured together. It is the renter's responsibility to pick up the keys during the library's regular hours. After your meeting, if the library is open, return the keys to the front desk. If the library is closed, the keys are to be dropped in the night-time book drop. The person signing for the keys will be held responsible for the return of the keys.
2. The library will not provide personnel to assist in the handling of exhibits or other material.
3. Set up and take down of chairs and tables as well as the return of these items to their storage area are the responsibility of the renter.
4. Compensation for any damages will be determined by the Director.
5. Renters will remove all trash and garbage generated at their function.
6. Library supplies may not be used by groups renting the rooms.
7. A group abusing the privileges shall lose the use of the rooms. Some abuses are: doors left unlocked, evidence of alcohol without prior permission from the Board, or evidence of controlled substances, smoking, theft, etc.
8. Renters have access to the public phone in the hallway next to the public restrooms.
9. Room deposits will be held for a minimum of 30 days, after which any un-retrieved or returned personal checks may be destroyed.

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