

SHERMAN PUBLIC LIBRARY MEETING ROOM POLICY

The Sherman Public Library provides meeting space to its community in accordance with Article 6 of the American Library Association's Bill of Rights. The primary purpose of this meeting room is in support of library functions, meetings, and programs. **Sherman Library programming needs have first priority in use of the meeting room.**

The meeting room may, on occasion, be made available for the use of members of the public. Permission to use the room in no way implies Library endorsement of the goals or activities of any organization using the rooms. The Library reserves the right to cancel or relocate within the Library any scheduled meetings in favor of Library events.

Organizations not affiliated with the Sherman Public Library may use the meeting room under the following rules:

1. The room will be reserved on a first-come, first-served basis with the receipt of completed application form attached to this policy.
2. Requests for use of a meeting room must be made at least one week but not more than one year prior to the meeting date. The meeting room can be booked tentatively by phone, but the completed application and payment must be received within three (3) working days.
3. The meeting room is normally available Monday through Saturday during regular library hours. Special arrangements can be made for using the room earlier or later than those hours. A deposit of \$15 for up to four (4) hours must be paid at the time application is made.
4. The \$15 meeting room deposit is made at the time of the reservation with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting. The organization assumes all responsibility for set up and clean up.
5. The meeting rooms should be clean of litter and trash at the conclusion of each meeting. The group filing the application form shall pay for the cost of any repairs or damage to the facilities.
6. Meetings which disrupt the normal functions of the Library are prohibited.
7. If food or beverages are served, the organization using the room is responsible for clean-up.
8. Hazardous or other dangerous materials are not allowed on the Library property.
9. Alcoholic beverages and smoking are prohibited in the library.
10. Meetings must be free of admission charges and open to the public.
11. The reservation for the meeting room shall be made by a resident of the library's jurisdictional area.
12. Youth groups may use the meeting room if their adult sponsors supervise them.
13. The Library is not responsible for personal belongings left in the meetings.
14. Free on-site parking is available.
15. Final decisions on room usage rest exclusively with the Librarian or his/her designated representative.
16. Out of District applicants will be charged a \$25 fee plus the \$15 cleaning deposit.

Approved June 20, 2001

Reviewed and amended/approved

May 20, 2009

Signed Julia Horton
President, Board of Trustees