

COMMUNITY MEETING ROOM POLICY

The community meeting room is available for use by non-profit community groups and/or organizations. The room is not available for social events such as reunions and receptions. Library sponsored activities are given first priority in relation to scheduling the room. Library staff will coordinate scheduling based on completed meeting room reservation forms.

Groups using the facility must abide by the following rules:

1. The meeting room is available only during the hours the library is open. All groups must vacate the meeting room ten minutes prior to the library closing.
2. Reservations may be made up to two months in advance. The person reserving the room must fill out a meeting room reservation form at the library. A current MCPL library card must be held by the contact person.
3. No group may meet more than three times per month.
4. If more than one group wants the same meeting time on a fairly regular basis, the library will try to offer fair access by letting each have it on an equitable basis.
5. Set-up and clean-up is the responsibility of the group and must be done during the reserved time. The room must be returned to its original set-up unless prior permission is given by the Director. The contact person is responsible for any damage incurred by members of the group.
6. Sale of goods and services for profit is prohibited.
7. Light refreshments and non-alcoholic beverages may be served. A coffeepot is available to provide hot water.
8. MCPL Building Use Policies must be followed by groups using the meeting room.
9. An adult must oversee any group under age 18.

These policies must be followed unless special permission is granted by the Board. The library reserves the right to refuse future use of the room if the above conditions are not met.