

## **Ashbrook Meeting Room Policy**

1. The Ashbrook Meeting Room is open to organizations engaged in educational, cultural, intellectual, or charitable activities.
2. There is no charge to use the meeting room. No admission fee, registration fee, donation, or monetary solicitation may be sought from meeting attendees.
3. The meeting room is available for use during normal library hours of operation. Meetings must end at least 15 minutes before the library is scheduled to close.
4. Groups and/or individuals scheduling the library meeting room are required to state the purpose of the meeting and fill out an application. Reservations for the meeting room must be made at the library a minimum of 24 hours prior to room usage. The librarian and/or library board will make final approval of application.
5. Library and City programs are given precedence when booking the meeting room. The Library reserves the right to reschedule other meetings when the room is needed for the Library or the City.
6. Groups who use the meeting room may serve light refreshments. The group is responsible for leaving the room in the condition in which it was found.
7. No purely social functions, i.e. parties, showers, family reunions, etc. will be permitted.
8. The library will not provide personnel to assist in handling of exhibits and other materials needed by groups using the meeting room. Library staff will set up all library equipment, such as videoconferencing equipment and multimedia projectors.
9. Any meetings which would be disruptive to the use of the library are prohibited.
10. Neither the name nor the address of the library may be used as the official address or headquarters of any organization. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.
11. Groups are required to re-apply in January for regularly scheduled meetings. Generally groups are limited to one regularly scheduled meeting per month. Requests for more frequent use by a group will be considered upon receipt of application. On occasion, groups with frequent long-term use may be asked to use another library room.

Revised February 2006

Revised July 2011

Revised May 2013

Revised February 2017