

## Community Room Use Policy

The library's meeting room is intended:

1. for activities conducted or sponsored Myers Memorial Library and
2. for organizations engaged in educational, cultural, intellectual, or charitable activities of interest and/or benefit to the community.

The library's meeting room has a maximum capacity of 20 and is available for use during library open hours. Children's groups may use the meeting rooms if accompanied by a supervising adult. Adults are defined as those eligible for adult borrower's cards. The availability of meeting rooms is on a first-come, first-served basis. Reservations must be made in advance by calling the library or reserving in person. The name of the group, the purpose of the meeting, and the name and phone number of a contact person are required. Tables and chairs are available.

No admission fee, other costs or required donation shall be charged. No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

1. Fund raising to benefit the library;
2. The sale of books, and other items by authors or artists as part of a Library program. To make limited space available to as many groups as possible, the library reserves the right to limit the number of times during the year the same group or individual may reserve a meeting room. Groups may serve refreshments if they provide their own. Groups must provide their own supplies and clean up after themselves. Smoking is not permitted on library premises. The community room must be left in such condition that it is ready for the next user without any additional clean-up. Equipment, tables and chairs should be returned to their original location. Cancellations are requested at least 24 hours in advance. For regularly scheduled group meeting, please furnish the Director with the schedule.

Individual or group materials left in the library are not the library's responsibility. Permission to use a meeting room does not constitute an endorsement by the library of a program or point of view expressed. Any advertisement, press release, media announcement, posters, or handouts about events in the library's meeting rooms must state that the event is not a program of, nor sponsored by Myers Memorial Library. The library may ask to see any such notices prior to their public release. Failure to observe meeting room rules will jeopardize further use of the room.

# Community Room Use Agreement

I have read the Community Room Use Policy and agree to comply with it.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Date(s) and time(s) of use: \_\_\_\_\_

Individual/Organization: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Contact information:

Primary contact name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Ph. \_\_\_\_\_ Work Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_

Alternate contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Equipment needed: indicate Yes or No, quantity

Tables Yes No How many: \_\_

Chairs Yes No How many: \_\_

Revised \_\_\_\_ July 2023 \_\_\_\_