

Mitchell Community Public Library Meeting Room Policy

Approved by the Mitchell Community Public Library Board on June 28, 2021

Mitchell Community Public Library (MCPL) provides access to meeting rooms that may be reserved by individuals, groups, and organizations. All users of MCPL meeting rooms must adhere to MCPL's Building Use Policy and the responsibilities and guidelines outlined in this policy.

In granting use of library meeting rooms, MCPL does not imply endorsement or support of the purpose(s), activities, views, or expressions of individuals, groups, or organizations.

At its own discretion, MCPL may impose reasonable time, place, and manner restrictions on the use of its meeting rooms. To ensure equitable access, MCPL may restrict continuous ongoing reservations for any single group or individual if such reservations regularly deny other groups or individuals' use of meeting spaces.

Library-sponsored activities will receive priority scheduling at all times and MCPL reserves the right to reschedule or cancel reservations when needed to accommodate library needs.

Acceptable use

- Meeting rooms of varying capacity may be requested and reserved, subject to availability, using the library's application process.
- Educational, civic, cultural, or charitable organizations may use library meeting rooms for non-commercial and non-profit purposes.
- Local businesses engaged in employee or organizational activities may be permitted to use the meeting room at the discretion of the Library Director.

Restrictions

- Meeting rooms may not be used to generate profit, to sell products or services, or to recruit potential partners or customers. Solicitation, campaigning, and fundraising are prohibited.
- Rooms are not available for social functions such as parties, reunions, showers, or receptions.
- Groups may not meet more than 4 times per month.

Terms

- Library staff coordinate meeting room scheduling based on completed reservation forms. The library will make every effort to offer fair and equitable meeting room access in the event that groups request a room for the same meeting time.
- Reservations may be made up to two months in advance. The person reserving a meeting room serves as the contact person for the group. A current MCPL card in good standing must be held by the contact person.
- The meeting room is available only during hours that the library is open. All groups must vacate the library fifteen minutes prior to the library closing.
- Setup and cleanup are the responsibility of the group and must be done during the reserved time. The room must be returned to its original setup unless prior permission is given by the Director. The contact person is responsible for any damage incurred by members of the group.
- Light refreshments may be served. Alcohol is prohibited on library property.
- An adult must oversee any group with participants under the age of 18.
- Meeting room reservations will be cancelled if the library is closed for weather-related or other emergencies; or in the event of inappropriate or disruptive activities among group attendees.

Mitchell Community Public Library Meeting Room Request

Name of Group: _____

Contact Person: _____

Address: _____

Phone: _____ Library card number: _____

Date of Meeting: _____ Meeting time: _____

Number expected to attend: _____

Purpose of meeting: _____

Requests can be made up to two months in advance.

Please allow 14 days for confirmation of your request.

Statement of Responsibility

I have read the policy for meeting room use and agree to abide by all of the regulations outlined in that policy.

Signature: _____

Date: _____