

Caldwell-Lake George Library Meeting Room Policy

Approved January 15, 2021

The library is pleased to offer a meeting room with a seating capacity of 57 for use by community groups which offer philanthropic, governmental/civic, educational or cultural programs. Reservations may be made through the library staff on a first-come, first-served basis. Application forms must be filled out by a representative of the organization seeking to use the room. Such individual shall accept responsibility for any damages to library equipment and furnishings which may occur. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. 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 by the Library staff or Board.

The following are general rules of use for the community room:

- All meetings must be open to the public.
- The room may be reserved no more than 60 days in advance.
- It is understood that library programming will have first priority in room use.
- There will be no charge for use of the meeting room.
- No admission may be charged or donations requested at the door.
- Except for library or Friends of the Library fundraisers, the meeting room may not be used for fund-raising activities.
- Refreshments, with the exception of alcoholic beverages may be served and shall be provided by the group. No smoking is allowed.
- The people using the room shall be responsible for setting up the room before and after use and leave it in neat, clean, orderly condition; if not, a cleaning fee may be charged.
- The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting. Library equipment is available for use by groups with the prior approval of the Director.
- The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
- The meeting room is not available for purely social or commercial functions (i.e. for-profit businesses)
- A meeting may be terminated if found by the director to be disruptive to regular library services.
- Meetings will be scheduled during regular library hours, unless pre-approved by the board and Director.
- When scheduled for use by minors, an adult must be present at all times.
- The Library name or address will not be used as an official address or headquarters for an organization.
- Use of library equipment must be approved by the Director.

Board of Trustees, Caldwell-Lake George Library 1/15/21