

## **RESPONSIBILITIES**

It is expected that any group using this room will treat the room and the property in the room with the respect accorded a public facility.

The group may adjust the furniture placement so that it will be conducive to their needs, but they will be expected to rearrange it as originally found.

The person signing the application for permission to hold a meeting outside of normal library hours will be responsible for ensuring that the room lights and equipment are turned off, windows and doors are securely locked and keys must be returned.

An application previously approved, or subsequently submitted may be denied because of failure to comply with the rules and responsibilities.

## **REGULATIONS**

No groups shall hold meetings that are political, religious, or commercial in nature. Usage shall not include an admission fee, distribution of literature, solicitation for memberships or payment of dues without the prior approval of the Library Manager.

All advertising of and/or all sale of merchandise or other materials is forbidden on the premises unless specific approval is obtained in writing from the Library Manager prior to the meeting.

## **SCHEDULING AND APPLICATION**

The room may be reserved no more than thirty (30) days, but at least one week in advance of the day it is needed. The application should be submitted to the Library Manager. Meetings may be scheduled during or outside of library operating hours. Keys are provided by the Library Manager.