



## Meeting Room Policy

Meeting rooms are open to use by individuals or organizations engaged in educational, cultural, intellectual, or charitable activities. The Garland County Library does not discriminate with regard to race, religion, sex, or any other protected class in making meeting room facilities available to the public. Meeting room use by the public does not imply endorsement of the group or content of the meeting by the Garland County Library.

## Eligibility

- Applicants should be residents of Garland County, **OR** working on behalf of local, state, or federal government agencies, **OR** working or volunteering on behalf of a non-profit organization or business with a presence in Garland County.

## Terms of Use

- Library and library-sponsored activities have priority in the use of meeting spaces; all reservations are subject to cancellation for library use.
- Compliance with room capacities and library hours must be observed as posted.
- Library meeting rooms may only be reserved by the public up to six months in advance, and within the current booking period.
- Attendance/entry to all public meetings must be free.
- The library cannot be used by an individual, group, or business as a place of business or an initial point of sale. Groups may collect routine membership dues or donations only inside of the meeting room.
- Meeting facilities may be scheduled by companies for job interviews or employee training, or to meet with existing clients in situations such as tutoring or consultations.
- Candidates for political office, or persons involved in campaigns, may use meeting facilities provided that fundraising events do not occur on library premises.
- In order to ensure equitable availability of meeting facilities, frequency of use by any person/group may be limited at the discretion of the library.
- Prohibited uses include, but may not be limited to: weddings, parties, and showers.
- Users must reset the rooms to the original setup.
- Reservations will be canceled if registrants have not checked into the room within 15 minutes after reserved start time.
- Anyone using a meeting room facility assumes responsibility for damage to the rooms and their contents. The library is not responsible for personal belongings brought or left in rooms.
- The Library's Rules of Conduct apply to all activities held within meeting rooms.
- The Library reserves the right to have a member of its staff present at any meeting.
- Violation of any of the terms of use may result in denial of future meeting room privileges.
- An organization denied the use of the meeting room may appeal to the Director. If not satisfied with the Director's actions, the requesting party may request in writing that the application be reviewed by the Library Board. The application will then be taken to the Library Board. The Board's decision will be final.