

## Community Room Policy

When not in use for library functions, qualified organizations, groups, or city officials, citizens may use the meeting room of the Monroe City Public Library in accordance with rules as established by the Board of Trustees of the Monroe City Public Library.

The rules are as follows:

- The meeting room will be available to civic, cultural, and education organizations and clubs within the Monroe City School District at no charge.
- For safety concerns there will be a maximum occupancy of 25 for the meeting room.
- There will be a \$50.00 charge for any group using it for commercial or social purposes.
- Reservations shall be made with the librarian preferable a week or more in advance of use. The meeting room will be assigned to groups in order of receipt of application. The library retains the right to cancel a reservation when the meeting room is needed for library functions, but in any such case, at least 24 hour's notice will be given.
- The name of the organization, the person in charge with his or her address and telephone number, the approximate size of the group and the date and hour must be given in making a reservation.
- Organizations holding meetings assume responsibility for any damage to the rooms or contents and must pay for replacement or repair. Use of the meeting room includes use of kitchen facilities and the public restrooms. All rooms must be left neat and clean or the group will be charged for necessary cleaning and will be denied further use of the area. Responsibility falls upon the requestor or the representative of the requesting organization to make certain the group is aware of and abides by these regulations.
- Neither the name nor address of the Monroe City Public Library may be used as the official address or headquarters of any group.
- Allowing a group to use the meeting room does not imply any endorsement of the group's goals, policies, or activities.
- Minors may not reserve the meeting room, not can they serve as sponsors.
- There should be at least one adult sponsor for every ten children utilizing the room.
- The Library Director may request that the Board of Library Trustees review application for room use as he/she deems appropriate.
- The Board of Trustees reserves the right to withhold permission or revoke permission previously granted if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the room

capacity, disorderly, dangerous to persons or property, infringes on the public convenience or is any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the Board of Library Trustees and/or the Library Director may take into consideration the contents of the application for, the history of the group's meeting room use in the library, the history of the groups use of meeting facilities elsewhere and such other information as they may deem appropriate.

**MEETING ROOM AGREEMENT**

I have received, read, and agreed to the "Use of the Library Meeting Room" to reserve and will use The Monroe City Public Library Meeting room according to the guidelines.

I will assume full responsibility for any damage, or maintenance to the room as a result of its use by my organization.

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Name of organization

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Requestor

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Date/time of requested use

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Approval:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Last reviewed/BOT approved: