

# MAYNARD COMMUNITY LIBRARY MEETING ROOM POLICY

## Purpose

The purpose of the library's meeting room is to provide space for library programs and events and to fulfill the library's role as a community center where the public can attend informational, educational and social events. The meeting room is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use.

## Guidelines for Use

- Individuals using the room must comply with all library policies.
- No fee will be charged for the use of the meeting room for local government or non-profit groups (defined as those granted tax-exempt status by the Internal Revenue Code)
- Each group is limited to a total of **2** meetings per month, not to exceed **12** meetings per calendar year.
- Set-up and cleanup is the responsibility of the applicant. Each group is responsible for returning the room to its original arrangement at the conclusion of their event.
- No materials of any type may be attached to walls or doors.
- The meeting room is limited to the capacity of 36 seats or a maximum capacity of 52 persons.
- The kitchenette may be used for light refreshments. Items available for use include a 30-cup and a 10-cup coffee maker, plates, cups, utensils and a punch bowl. All kitchen items, tables, countertops, sink and floors must be cleaned as needed.
- The Maynard Community Library Board, library staff and/or the City of Maynard are not responsible for accidents, injury, or loss of property while using the library public meeting room.
- Controlled substances, alcohol and smoking are not permitted.
- Use of the meeting space must be in compliance with the Americans with Disabilities Act.
- Use of the meeting room by individuals or groups does not constitute an endorsement by the library of the content of the program or the views expressed by the participants

## Scheduling/Reservations

- Reservations must be made by an adult who will be held responsible for any damage incurred to the building or equipment and who must be present and in charge of any children/minors under age 18 attending the meeting.
- Meetings may not be scheduled more than **6 months** in advance.
- A **refundable \$100 deposit** must be received before the meeting room application can be confirmed. The deposit will be returned if there is no damage beyond normal wear and tear and the room key is returned.
- A fee will be charged for any individual/group reserving the meeting room for a private party or a for-profit gathering.
- The fee will be **\$25 for four hours or less** or **\$50 for a full day (more than four hours )** Fee must be paid in advance.

- Reservation of the meeting room is limited to the hours between **8 a.m. and 11 p.m.**
- Individuals/groups utilizing the meeting room are expected to vacate at the close of their reservation in a timely fashion.
- Cancellation of meeting room reservations should be made to the library by the contact person on file if the reservation is no longer needed.

Revised and Approved, 2018