

Marshall District Library – Policies

3. *Use of Facilities and Services Policy*

A. Meeting Rooms Use Policy

The Marshall District Library meeting rooms are available for a small fee, for meeting of groups of up to fifty persons during library hours. Meetings should end 15 minutes before closing time. Meetings may not include religious services, press conferences, partisan political rallies, or purely social functions. **The meetings must be open to the public, no admission fees may be charged, and their purpose may not be primarily for fundraising.** Library sponsored events and Library Board meetings have first priority for use of the meeting rooms. Regularly scheduled use of a room may be approved subject to availability of the space.

Scheduling is done by application at the Library and is recommended at least four weeks, but not more than three months, prior to the proposed meeting date. Approval is administered by the Library Director. The library should be notified as soon as possible in case of cancellation.

The meeting rooms are entered and exited through the main library. Use of the rooms may include access to chairs, tables, a lectern, a laptop computer, CD and DVD players, a projector and a multi-purpose screen. **The user groups must set up for their meetings and must also return the room to pre-meeting condition before leaving the building.** No display materials may be taped or tacked to walls or moldings. Damages occurring to the room or the library as a result of the meeting will be charged to the sponsoring group through the person who signed the application.

Library study rooms are available to library users over the age of 18. Study rooms may be reserved up to four weeks in advance with a valid library card.

The library conference room is available at no cost to those users who reside within the library district or those who have obtained a valid library card.

Room reservation cancellation is required no less than 24 hours prior to the event date. Failure to notify the library may prevent an organization from scheduling future meeting room reservations. Users who do not show within 20 minutes of their scheduled time may have their reservation canceled.

Rental fees must be paid within one week of reserving a room or the reservation will be canceled.

Groups wishing to serve refreshments must provide their own utensils for serving and preparation. Smoking and alcoholic beverages are not permitted on library property.

Children must be adequately supervised by an adult when in any of the meeting rooms. Children are not to be left at large in the library.

The fact that a group is permitted to meet at the library does not, in any way, constitute an endorsement by the library of the group's policies or beliefs.

Revised and approved by library board July 27, 2004; September 9, 2008; November 10, 2009; June 28, 2011; November 8, 2011; January 8, 2013; April 12, 2014; December 8, 2015; June 27, 2016