

MEETING ROOM POLICY

Approved: May 5, 2000

Reviewed: February 3, 2014

The Hamburg Public Library is aware of the need for accommodations to be used by groups and committees. It feels that making available such accommodations to the public is an additional service, which the library may render under conditions set by the library board. The Board of Trustees of the Hamburg Public Library invites any group of citizens, whose purpose is not illegal, to meet in the meeting room, subject to the following regulations:

1. Application for permission to use the room shall be made to the Library Director.
2. Reservations for use of the meeting room must include the name of the group or organization, time desired, number of persons expected, name and telephone number of person responsible.
3. Smoking is not permitted in the meeting room; no alcohol or controlled substances may be consumed on the premises.
4. Use of materials on walls, or decorations, is prohibited without specific approval of the Library Director.
5. There will be no charge for the use of the meeting room.
6. The person who signs the reservation form shall be held responsible for problems or costs resulting from the specified use.
7. Children's groups must be supervised by an adult sponsor.
8. Groups are responsible for their own set up and take down.
9. Library programs and library-related programs have priority in the use of the facilities.
10. Any individual or representative of a group requesting reservation of the meeting room must complete an application form.
11. Groups accept responsibility for the repair or replacement of damaged or missing facilities or equipment.
12. The Library Director is authorized to deny permission to use the library meeting room to any group or individual that is disorderly, or violates these regulations.
13. Light refreshments may be served provided that the person in charge takes care of the clean-up.
14. Return chairs to the original place, wipe off tables and vacuum if necessary.
15. Use of library space for meetings in no way implies library endorsement of ideas expressed in the meeting or the aims and goals of the organization using the facility.