

Meeting Room Policy

The Musser Public Library and HNI Community Center welcomes the use of its meeting rooms within the guidelines that accompany this policy.

Guidelines

By reserving a meeting room, groups and individuals using Library meeting rooms agree to the Meeting Room Policy.

Library meeting rooms are available free of charge for the following groups/individuals:

- Educational, cultural, civic, social, political, religious, non-profit or professional organizations

Library meeting rooms are not available to groups/individuals for:

- Promotion or sale of services
- Fundraising purposes, except for those that benefit the Musser Public Library and HNI Community Center
- Conducting regularly scheduled classes for an educational institution
- Personal or family purposes

Library meeting rooms may be available to for-profit organizations for a fee of \$30 per hour. These groups may not schedule more than two weeks ahead.

No admission or attendance charge or required donation may be assessed by any non-library group using a meeting room.

Use of the meeting rooms does not imply the Library's endorsement of the viewpoints presented.

Requests must be submitted in advance by individuals who are at least 18 years old.

The person requesting use of a meeting room will be held responsible for the orderly conduct of the group and any loss or damage to Library property or equipment.

Requests should be made using the Meeting Room Reservation Software on the Library's web page.

Meeting rooms may be requested up to six months in advance of the meeting date and with a frequency of no more than twice weekly.

Meeting rooms are available during public service hours from opening until 15 minutes before closing. Groups refusing to vacate the room 15 minutes before closing will not be allowed to reserve again for six months.

The Library reserves the right to cancel or change any meeting if circumstances at the Library so demand. If the Library must close due to emergency situations or inclement weather, all meetings scheduled during the closure will be canceled.

Except as a designation of location, the name and contact information of the Library may not be used in any publicity for a meeting.

Groups will not be permitted to post signs or distribute materials on Library property without approval of the location manager. Unauthorized material will be removed.

Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings at which candidates will discuss current election issues are permitted provided the event is hosted by a non-partisan, non-profit organization (i.e., League of Women Voters) and all candidates for the same office have been invited. Meetings held by a campaign committee or political party/group to plan a campaign or political activity are permissible. Also permissible are meetings held by elected officials to gather input or communicate with his/her constituents.

Religious study and discussion groups are permitted.

Attempting to raise funds for any purpose other than the library during a meeting is not permissible. Use of a meeting room to plan a fund-raising campaign or event is permitted.

Attendance is limited by meeting room seating capacity.

Refreshments may be brought into Library meeting rooms. The group serving them will be responsible for any clean up following the meeting.

Some rooms have technology available (see meeting room chart). The library does not provide anyone to operate the technology and attendees are expected to plan for a time before the event to become familiar with the necessary equipment.

Set up is available for the large program room. You must indicate a need for set-up at least a week before your meeting and select which room arrangement you desire from the menu on the Meeting Room Reservation Software.

Alcoholic beverages of any type may not be brought into, served, or consumed on the Library's premises except at library fundraising events.

Accidents must be reported to the staff member in charge.

Library study rooms are available for small group work or quiet individual study. Social events are not permitted in the study rooms.

Study rooms may not be reserved and are available on a first come basis.

Individuals or groups may not use the study rooms for a total of more than four hours each day.

The Library reserves the right to withdraw permission for meeting room use when conditions so warrant and to stop meetings which interfere with the normal operation of the Library.

The Library reserves the right to cancel or change any meeting if circumstances at the Library so demand.

ADOPTED April 2018