

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 and purposes:

- Educational, cultural, civic, social, political, religious, non-profit or professional organizations
- Meetings featuring political candidates are allowed as long as they are open to the general public. 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.

Library meeting rooms are not available to groups for:

- 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

Attendance is limited by meeting room seating capacity.

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 for approval and confirmation by individuals who are at least 18 years old or at the discretion of Library Staff.

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.

Meeting rooms are available during public service hours from opening until 15 minutes before closing or at the discretion of the Library Director. 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.

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 are not allowed on Library's premises except at library fundraising events.

Accidents must be reported to the staff member in charge.

Study rooms are available on a first come basis. Library study rooms are available for small group work or quiet individual study. Social events are not permitted in the study rooms.

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.

Approved 8-21-2019