

# Community Room Use Policy

Adopted 10/25/2023

The Meeker Regional Library District provides open access to all forms of educational, cultural and recreational information including ideas and the free expression of all points of view. In keeping with these principles, MRLD provides meeting spaces for members of the local community to present and exchange views on subjects of all kinds.

Meeting and study rooms are available at no charge to all nonprofit, community and for-profit business groups, regardless of their beliefs or affiliations. Granting permission to use library facilities does not constitute endorsement by the library, its staff, or the Library Board. No advertisement or announcement implying such endorsement is permitted.

Meetings, workshops, and events scheduled to occur in the library, which are not co-organized by library and arts staff and community partners, are not eligible to receive promotional or other support from library and arts staff, or to use resources beyond the provision of the room and access to the equipment and furniture in the room. Please include the following statement on any/all promotional materials, including, but not limited to, signs/posters, flyers/mailings, press releases, online promotions, etc.:

“This event is not sponsored or endorsed by Meeker Regional Library District. For more information, please contact [insert your organization’s contact information]. Access to free meeting rooms is a service of Meeker Regional Library District.”

## 1. Eligibility

- The community room at the Meeker Regional Library District is available for use by any group. Use in no way constitutes an endorsement of the organization by the MRLD.
- The room is available to persons eighteen (18) years of age or older. Juvenile groups (under the age of 18) may use the community room with adult supervision.
- For profit entities may only reserve the room 3 x per year.

## 2. Availability

- The community room is scheduled on a first-come, first served basis. Library programs have priority, but must be scheduled in advance.
- Use of the community room is scheduled through the library staff.
- Individuals wishing to preview the community room may do so during regular service hours.

### 3. General Rules

- Beverages and light refreshments maybe served in the meeting room. Non-library groups may not serve alcohol.
- Smoking is prohibited in the library.
- Groups using the meeting room must observe library rules and protect library property.
- Setup and cleanup for meetings is the responsibility of those using the room
- There is no storage available at the library. Materials and supplies must be brought in for each meeting.
- MRLD assumes no responsibility for property left in the building.
- All meetings must allow library staff access to the room.