

# **Stephenson Public Library Meeting Room Policy**

The Stephenson Public Library meeting rooms are available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Service Board if the Board deems extenuating circumstances are involved.

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

The room may be reserved no more than sixty days in advance, unless otherwise approved by the director.

It is understood that library programming will have first priority in room use.

Use of the rooms is free to local non-profit organizations and businesses. There is a non-reimbursable \$25.00 fee per scheduled use for the use of the meeting rooms by organizations and businesses from outside of Marinette County.

No admission may be charged by the group.

Refreshments may be served and shall be provided by the group. No smoking or alcohol is allowed.

Meeting Rooms must be vacated thirty minutes prior to the closing of the library.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The Library Service is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Service Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Nothing may be attached to walls, ceilings, doors or furniture of any of the rooms. No signs or posters promoting a meeting or program may be placed anywhere in the library without the permission of the Director. Storage of supplies or equipment belonging to users of the rooms is not permitted.

There is no telephone service in the meeting or conference rooms. Library staff is not available to accept calls or relay messages for persons using the meeting rooms.

The library does not provide porter service to transport supplies to or from neither meeting rooms, nor does it provides staff to operate equipment in meetings

Failure to comply with these rules will result in termination of the violator's meeting room privileges.

Approved by the MCCPLS Board 2/23/04

Revised by the MCCPLS Board 9/20/07