**MEETING ROOM POLICY**

**GREENE PUBLIC LIBRARY**

The Greene 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 Greene Public Library invites any group of citizens, whose purpose is not illegal and whose conduct is not objectionable, to meet in the library meeting room, subject to the following regulations:

1. Attendance at meetings is to be limited to 50 persons.

2. Application for permission to use the meeting room shall be made to the library staff.

3. Reservations for use of the meeting room must include the name of the group or organization, time desired, and name and telephone number of person responsible.

4. SMOKING IS NOT PERMITTED IN THE MEETING ROOM; NO ALCOHOL OR CONTROLLED SUBSTANCES MAY BE CONSUMED ON THE PREMISES.

5. Use of materials on walls, or decorations, is prohibited without specific approval of the library director.

6. Any use of the meeting room whereby money, sales, prizes, or bonuses are being acquired will be deemed commercial. Persons using the room for any commercial purpose will be charged a fee of $10.00 for the first day of the meeting plus $5.00 for each consecutive day of the same meeting. There will be no charge for the use of the meeting room for non-commercial purposes.

7. There is a charge of $10.00 per day for the use of the kitchen. Dishes, etc. belonging to the library must be washed and put away and kitchen equipment cleaned after use.

8. The person who signs the reservation form shall be responsible for problems or costs resulting from the specified use.

9. THE FACT THAT A GROUP MEETS IN THE LIBRARY DOES NOT CONSTITUTE AN ENDORSEMENT OF THE GROUP’S POLICIES OR BELIEFS.

10. Children’s groups must be supervised by adults.

11. Groups are responsible for their own set up and take down.

12. LIBRARY PROGRAMS AND LIBRARY RELATED PROGRAMS HAVE PRIORITY IN THE USE OF THE FACILITIES.

13. Any individual or representative of a group requesting reservation of the meeting room must complete an application form before obtaining a meeting room key. If the person responsible for obtaining the key forgets to pick it up, the library staff is not responsible for getting it to this person after library hours. Responsible person must be at least 18 years of age and shall be responsible for locking the doors when the meeting is over and for returning the key to the library.

14. The library reserves the right to assess a $25.00 cleaning or labor charge if the room is left in disarray or if the carpet is stained.

15. Person signing the application form accepts responsibility for the repair or replacement of damaged or missing facilities or equipment.

16. The library director is authorized to deny permission to use the library meeting room to any group or individual who is disorderly or objectionable in any way, or that violates these regulations.

Reviewed and approved June 7, 2018.

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