

## **Carver Public Library Meeting Room Use Policy**

The Trustees of the Carver Public Library welcome community use of the library's two meeting rooms as well as the two study rooms on the second floor of the library. The large meeting has seating for 50+ people and the small meeting room has seating for 25+ people. The meeting rooms are primarily available to support library programs and functions that further the goals of the library. When not being used by the library, the rooms are available to established community groups. The study rooms are available for small study groups or very small meetings. The study rooms are only available during regular library hours. Not-for-profit groups will be allowed to use the facilities at no charge, for-profit groups will be charged for the use of the facilities. In accordance with the American Library Association's *Library Bill of Rights* and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

Applications for the use of the meeting rooms should be made to the Library Director as far in advance as possible. Fees, rules, and procedures for use of the meeting room are established by the Board of Library Trustees and are reviewed annually. A copy of the fee schedule, meeting room policy and a set-up request form will be provided with the application for meeting room use. The person signing the request form is responsible for the security, safety and behavior of the group. The Behavior Policy of the Carver Public Library is in effect during all meetings.

Groups using the meeting rooms are required to fill out a Set-Up Request Form, indicating the equipment needed for the meeting. Upon request, the library provides chairs and tables, a podium, kitchen facilities and a projection screen. Meetings may extend beyond the closing time of the library, until 11:00 p.m, but must start before the library closes. Groups wishing to hold meetings that start after the library has closed must hire the library custodian to open and close the meeting room area. No after hours access to the library itself is permitted. No mounting of materials is permitted on the walls of the meeting rooms. Food and drink may only be consumed in the meeting rooms.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Carver Public Library of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library in any advertising or publicity.

Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room.

Approved, Board of Library Trustees, March 9, 2000

Revised, Board of Library Trustees, January 9, 2003, September 14, 2010

**Carver Public Library**

**Meeting Room Use Application**

Name of Group\_\_\_\_\_ Date of Application\_\_\_\_\_

Type of Purpose of meeting\_\_\_\_\_

Date(s) of meeting\_\_\_\_\_ What is required in the room? \_\_\_\_\_

\_\_\_\_\_

President, Leader, Chairman\_\_\_\_\_ Contact #\_\_\_\_\_

Number expected\_\_\_\_\_ Hours of meeting\_\_\_\_\_

I have read and agree to comply with the library policy.

\_\_\_\_\_  
Signature

Approved, Board of Library Trustees, March 9, 2000

## **Carver Public Library Meeting Room Charges**

The large meeting room is available to for-profit groups at a rate of \$100.00 per meeting. A three-hour minimum is imposed. An additional \$35.00 per hour is charged for each additional hour the room is used. An additional fee will be paid to the building custodian for opening and closing the library for a meeting held outside of regular library hours. A separate \$50.00 damage deposit is required. The deposit will be returned if no damage has occurred.

The small meeting room has a fee of \$50.00 per meeting. A three-hour minimum is imposed. An additional \$20.00 is charged for each additional hour the room is used. An additional fee will be paid to the building custodian for opening and closing the library for a meeting held outside of regular library hours. A separate \$50.00 damage deposit is required. The deposit will be returned if no damage has occurred.

Approved, Board of Library Trustees, March 9, 2000

