

Meeting Room Policy

Hazen Public Library

Purpose

The Hazen Public Library meeting rooms are for meetings or programs of an educational, philanthropic, cultural, recreational, or civic nature, where a diversity of viewpoints is permitted, and for other functions, which, in the judgment of the Board of Trustees, will benefit the residents of the community.

Statement of Policy

1. Use of the facilities for Library, Library-affiliated, or Library-sponsored/co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered in the following order:
 - a. Federal, State, County, and City governments and their agencies.
 - b. All other uses are on an equal-access, content neutral, first come, first served basis.
2. Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the Library.
3. The use of the name, address, or telephone number of the Hazen Public Library as the address, contact information, or headquarters for any group or organization using the Library for meeting purposes is prohibited.
4. Publicity generated by a group advertising a meeting at the Library may recite the Library name and address only. Any other mention requires the express approval of the Library Director.
5. The Library does not provide storage space for any person, group, or organization other than for the Art Association, Girl Scouts, Hazen Centennial Committee and Hazen Community Chest.
6. Refreshments are allowed, but care must be taken to avoid damaging carpets, furniture, or other library property. Failure to comply may result in additional charges and forfeiture of future use.

7. Furniture moved during the use must be rearranged as found prior to vacating the room. The room must be cleaned and straightened, the lights turned off, and the door locked, before the key is returned. Failure to do so may result in additional charges and forfeiture of future use.
8. The Library shall not be held responsible for the security of property owned by any individual or group using meeting rooms.

Prohibited Activities and Uses

1. Activities are prohibited which the staff believes may cause damage to persons or property or threaten the security of the facility.
2. Use by individuals, groups, or organizations failing to abide by library policies is prohibited.
3. Activities are prohibited for which fees are charged, except when prior authorization has been issued by the Library Director (such as author talks with books available for purchase).
4. Activities that generate sales directly or indirectly, must be rented under the “for-profit” classification (see Scheduling and Rates, below).
5. Attaching items to walls or ceilings is prohibited.
6. Only erasable markers are permitted to be used on Library white boards.
7. Alcoholic beverages and the use of any tobacco products are prohibited.

Scheduling and Rates

1. Rooms are scheduled by administrative staff on a calendar year basis.
2. Fees must be paid in advance of use and appropriate usage forms signed.
3. City and County government usage is not charged.

4. Meeting room usage fees:

	Art/Storage Rooms	Northwest Room
501(c)3 Non-Profit	\$ _____	\$25.00/Event
Group or Individual	\$ _____	\$25.00/Event
For-Profit Usage	\$ _____	\$25.00/Event

5. Cancellations must be made at least two days in advance of scheduled meeting, or the usage fee is non-refundable.

Adopted: 10/30/2018

Effective: 10/30/2018