

# Meeting Room Policy

## Argenta-Oreana Public Library District

The meeting rooms of the Argenta-Oreana Public Library District are primarily used for library meetings, programs, and other functions, but on occasion they may be made available for use by governmental units and not-for-profit organizations.

The meeting rooms are not available to any for-profit business or agency. Organizations may not charge admission or solicit donations for attendance by non-members or the public. Meeting rooms are available free of charge.

The meeting cannot disrupt the normal business of the library. Members of the organization and attendees cannot create any safety hazards or security risks nor participate in any activity that is dangerous or illegal in the meeting room. Attendees must also abide by the Patron Conduct Policy.

Organizations other than governmental units may not reserve the room more than three months ahead of time, and not less than 72 hours in advance without approval from the Director.

One person from the organization must serve as a contact, and is responsible for reserving the room, ensuring the organization follows the guidelines in this policy, and communicating with the library district. The contact person must be a resident of the library district's jurisdictional area. Governmental units requiring the meeting room are exempt from the residential requirement.

Meetings that will take place in part or entirely outside of normal business hours require approval from the Director. On occasion, keys for the meeting room may be issued to organizations that will need access to the building for a meeting entirely outside of normal library hours, but approval from the Director is required. The contact person is responsible for the custodianship of the key and any cost associated with lost or stolen keys.

Organizations are responsible for the room set up and clean up. Any costs associated with damage to the library district's property or excessive cleanup by library staff will be the responsibility of the contact person. Costs will be determined on a case-by-case basis.

The library district may cancel an organization's reservation for any unforeseen circumstances, and may deny access to organizations that do not follow this policy and rules for the usage of the rooms.

Adopted 10/25/2010