

# **North Webster Community Public Library**

## **Meeting Room Policy**

The meeting room is available to nonprofit organizations and groups that share a common interest, regardless of beliefs or affiliations. Use of the meeting room does not establish an endorsement of the beliefs or affiliations of organizations or groups that use the meeting room.

The meeting room is not available for social gatherings, including birthday parties, graduations, reunions, etc.

The library assumes no liability for lost or damaged items while using the meeting room.

### **Reservations**

The meeting room is free of charge and can only be used during regular business hours.

Library use takes precedence over all other uses of the meeting room; therefore, organizations and groups may be asked to reschedule reservations if the library determines that the meeting room is needed for other purposes. The library will provide adequate notice of cancellations and assist with rescheduling when necessary.

The meeting room is available on a first come, first served basis. All reservations must be made in person, and a representative of the organization or group must sign a form agreeing to the library's Meeting Room Policy.

The library will provide technology and equipment upon request. Some of the library's technology and equipment include: kitchen supplies, television, DVD/Blu-ray player, microphone/PA system, lectern, dry erase easel, etc.

## **Damages**

The representative of the organization or group who signs the meeting room form will be responsible for all damages that might incur during the use of the meeting room. All damages will be billed to the representative of the organization. Failure to pay for damages may result in not being able to use the meeting room in the future.

The meeting room must be returned to its original condition upon the conclusion of all meetings. Failure to do so may result in not being able to use the meeting room in the future. Waste containers and cleaning supplies will be provided.

**North Webster Community Public Library  
Meeting Room Reservation Form**

Organization/Group's Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Representative's Phone Number: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

Representative's Email: \_\_\_\_\_

Circle any technology or equipment that will be needed.

Kitchen Supplies	Television	DVD/Blu-ray player
Microphone/PA System	Lectern	Dry Erase Easel

By signing below, the organization/group's representative agrees that s/he has read the North Webster Community Public Library Meeting Room Policy and accepts responsibility for all damages that might incur during the organization/group's use of the meeting room.

Representative's Signature: \_\_\_\_\_