

Monroe Free Library

Meeting Room Policy.

Philosophy

As a basis for use of meeting room space, Monroe Free Library subscribes to the philosophy stated in Article VI of the Library Bill of Rights that facilities be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Further, according to Article V, a person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Rules of Use

The library meeting room will be available for the use of established and recognized institutions, groups, and associations, with educational, cultural, or civic purposes. All meetings must be open to the public at no cost. Exceptions are: A sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of material furnished to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee.

Meetings must be held during regular library hours, except when library related meetings and programs are scheduled. Evening meetings may be held when the library is open until 9 p.m. The library reserves the right to revoke permission to use a meeting room if the room is needed for library purposes.

It is not the intent of the library to provide space on a permanent basis to support the primary activities of a group or organization.

Smoking, consumption of alcohol, and games of chance will not be permitted in the building.

The organization using the meeting room will be responsible for returning it to its original state before leaving. It will also be responsible for any damage to library equipment, books, or furniture.

The kitchen facilities will not be available unless approved by the library director.

Any request of the use of the meeting room must be reviewed by the library director or assistant director via a completed Meeting Room Application. [Click here to download application.](#)

The number of persons attending any function must not be in excess of Fire Safety provisions. (twenty-eight persons maximum)

If any programs include children, an adult, 21 or over, must be present at all times.

Meeting rooms may not be used for religious services, sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited. Exceptions shall be: Programs or sales conducted by non-profit Library Friends' groups, the proceeds of which shall go to the direct benefit of the library.

Monroe Free Library shall assume no responsibility whatever for personal injury to any member, affiliated person, guest, etc. who uses or participates in any program utilizing the meeting room. In addition, the library is not responsible for lost or stolen articles.

The Board of Trustees reserves the right to terminate the license for use of the meeting room for any reason at any time.

Note: No meeting room space may be booked more than three (3) months in advance. If a meeting must be canceled, the library director should be notified as far in advance of the date as possible. Failure to notify may result in cancellation of future reservations for the organization.