

## Tuttle Library Policy Manual

# ***Tuttle Library Meeting Room Policy***

The Library Meeting room is available for public use during regular library hours. Patrons may check for availability in person or by phone, but the room will not be reserved until the deposits have been made. All organizations will be charged a \$10.00 use fee and a separate, refundable \$25.00 cleaning deposit. This room is not available for parties, political activity, or sales. All events must be open to the public and must not interfere with anyone's use of the library.

### Reservation Procedures

- Advance reservations must be made at the Library no later than one week in advance. In order for a reservation to be confirmed, the appropriate form must be completed and the fees deposited at the library.
- All organizations will be charged a \$10.00 use fee and a separate, refundable \$25.00 cleaning deposit.
- All groups accept responsibility for the repair, replacement or professional cleaning charges for any damage to the facilities. The person representing the group by signing the reservation form will assume the responsibility of any charges.
- Please use caution and be very careful not to spill anything. If an accident occurs, please notify the Library Staff immediately.
- An organization may not reserve the room more than once each calendar week, unless authorized by the Board or the librarian.
- Limited kitchen facilities are available.
- Meeting room users may request the use of a mobile whiteboard and dry erase markers for presentation notes. The board may also be used as a sign indicating the name of the event and any relevant information and placed outside the meeting room to welcome prospective attendees. The board must be wiped clean after use.
- No food is allowed in the library unless it is being served in the Meeting Room, and it will then be consumed only in that room.
- The library is an alcohol, drug, tobacco, and e-cigarette free area.
- Use of electrical or other equipment must conform to normal fire and safety standards. Library Staff must approve electrical equipment brought in by a group.
- Library Staff will give a 10-minute warning prior to closing.
- The agency or staff member responsible for scheduling the program is required to contact the library 24 hours prior to the scheduled event notifying them of the cancellation so that the use fee may be refunded. Use fees for no-shows will not be refunded.

The library will not reserve the meeting room for:

- Groups charging admission

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- Activities likely to disturb regular library functions
- Parties of any type
- Political activity
- Sales

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

Any group denied use of the meeting room may appeal to the FOTPL for reconsideration by submitting a written request including name and description of the organization and purpose of the proposed event. The organization will be advised of the Board meeting date for review of the request.