



MEETING ROOM POLICY

Our meeting space is provided for library sponsored and co-sponsored activities, programs and other community based programming or events. The library may monitor any event being held in the meeting space to ensure nothing illegal occurs and that no library policies are violated. Groups are welcome to use the meeting space so long as they abide by the libraries policies, do not engage in any illegal activities or else adversely impact the library's functions.

Personal events such as birthday parties, fundraising, sales or other commercial actives are not allowed.

All events must be open to the public.

All events in the meeting rooms must be open to the public.

RESERVATIONS

To reserve the meeting space, please call the library and ask for the dates and times you desire.

The meeting space may only be used during hours the library is open to the public.

Groups using the space must vacate 15 minutes before the library closes.

Groups may only book the space once per month.

The library must be notified in the event of cancellations.

Reservations must be made by an individual older than 18 years of age.

SET UP, USE AND TAKE DOWN

Any group using the meeting space is responsible for their own setup and take-down.

If 30 minutes have passed since the start of the time reserved and no one has shown up, the reservation is cancelled.

Groups are responsible for following food safety regulations, should they have food offerings as part of their meeting.

The meeting space must be left as it was found.

PUBLICITY



Groups using the meeting space may not label the Anderson-Lee Library as a sponsor of the event or use the library's phone number or address as a contact. Signage may be posted but only for the duration of the meeting.

Broadcasting a meeting or event is prohibited without prior approval of the library director.

Printed promotional materials for any event at the library must carry the disclaimer "This program and its contents are not endorsed by the Anderson-Lee Library."

SAFETY

The individual leading the meeting shall take note of building exits and ensure that access to and from the meeting room is in no way blocked.

No open flames in the meeting space, or in the library itself.

EMERGENCY CLOSINGS

If the Anderson-Lee library should need to close in an emergency, there will be an attempt to notify those groups that have reserved the meeting space for the duration of the closure.

LIMITATIONS

No money may be collected.

No admission fees may be charged, and no products or services may be sold.

WAIVER

User knows, understands and acknowledges the risks and hazards associated with using the Library's meeting space and hereby assume any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the Anderson-Lee Library or its employees for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Library's meeting rooms and hereby irrevocably releases and discharges the Library and its employees from any and all claims of liability arising out of or associated with the use of the Library's meeting space.

INDEMNIFICATION

User shall indemnify and hold harmless the Library and its employees from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorneys' fees) incurred by the Library or its employees, as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss of property damage caused by, arising out of, related



to or associated with the use of the Library's meeting space by the User or by the User's members, employees, agents or invitees.

PROPERTY DAMAGE

User shall pay the for any and all physical loss or damage to the Property (including the cost to repair or replace the property) caused by, arising out of, relating to or associated with the use of the Library's meeting space by the User or by the User's members, employees, agents or invitees

APPROVED BY THE LIBRARY BOARD OF TRUSTEES – XXX