

LOGOOTEER PUBLIC LIBRARY
MEETING ROOM POLICY

The Loogootee Public Library's meeting room may be used for the information, educational and cultural needs of the community. The meeting room (seating capacity 10) is available for use by the public as provided under the following rules and regulations.

The meeting room is available at no charge for non-profit groups.

On the second Tuesday of the month from 3-5 pm, the meeting room is not available.

The meeting room is unavailable for:

- political functions
- religious services and/or instruction on a regular basis
- social functions (showers, family parties, reception, etc.)
- for business procurement and financial gain by individuals or businesses.

Smoking and alcoholic beverages are not permitted.

Responsible adults must be in attendance whenever minors are present.

NO BATHROOM FACILITIES ARE AVAILABLE.

No kitchen facility. Food can be brought in.

The meeting room is available on a first come, first served basis and should be scheduled at least two weeks in advance.

Reservations can be made in person or by telephone during regular library hours. Reservation forms must be completed and signed by the person responsible for the meeting arrangement.

It is the responsibility of the person scheduling the meeting to inform the library of any cancellations. Please give as much notice as possible so that other groups can use the room. The key may be picked up the day of the meeting and returned the next day.

If the meeting is after library hours, a deposit shall be made with the library in the amount of \$25.00. If there are no damages, extra cleaning services required, or violations of the meeting room rules and policies, the money will be returned when the key is given to the librarian.

Each organization assumes full responsibility for any damages incurred from the use of the meeting room. Abuse of the room will be cause to deny further use of the meeting room.

Groups are responsible for cleaning up after their meeting.

The library is not liable for injuries to people or damage/loss of property of organizations using the meeting room.

The library cannot provide storage for any organization's property.

The fact that a group is permitted to meet at the library does not constitute an endorsement of its policies or beliefs.

The Loogootee Public Library Board and Staff retain the right to review and amend the meeting room policy at any time.