**Meeting Room Policy**

**Adopted: 6/22/23**

**Reviewed: 1/27/22**

**Purpose**

The Price James Library provides meeting areas at its facility for community organizations whose primary membership includes residents of the City of Tipton.

**Policy**

The following applies to the meeting areas used for the aforementioned purposes.

1. The Price James Library meeting areas are available for use on a reserved-only basis to organizations, government agencies, and groups engaged in educational, cultural, or civic activities. Library District-sponsored programs and events receive priority. The Library reserves the right to relocate a group to a different meeting area.
2. There is no charge for the use of the meeting areas and any group using these areas may not charge admission.
3. **Any group meeting in the library meeting area must assign an age recommendation for the stated purpose of their meeting. Failure to do so will result in the group being prohibited from using the space again.**
4. With the exception of the Friends of the Price James Library, the library Board of Directors, and other library support groups, the meeting areas are not available for commercial or profit making purposes. Such commercial use includes, but is not limited to, programs or presentations designed to promote the purchase of products of services. In addition, personal events, such as birthday parties and bridal showers, are not allowed.
5. The meeting areas are available to qualifying groups on an equitable basis. Qualifying groups can reserve area(s) as space is available.
6. Request is made for the area(s) by calling the library. The meeting area date(s) may be reserved no more than 60 days in advance and qualifying groups may reserve the meeting area up to two times each month.
7. The Library Director will review all requests for meeting area use and determine eligibility prior to granting approval.
8. Approval to use a meeting area does not imply the Library’s endorsement of the group or organization, its policies or beliefs. Neither the name nor the address of the Library may be used as the official address or headquarters of any organization that uses a Library meeting area.
9. An adult, at least 18 years old, must be responsible and in attendance. The individual initiating the request for the area(s) will be considered the official representative of the group and will assume responsibility for communicating meeting area policies to the group.
10. Any group using a meeting area is expected to conduct its proceedings in a quiet, orderly manner and not be disruptive of normal library functions.
11. Tobacco use, alcoholic beverages, and illegal drugs or substances are prohibited on Library premises.
12. Groups using the Library meeting area(s) are responsible for basic cleanup and returning the area to order. Trash must be placed in receptacles and the area left clean. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for damaged, lost or stolen items used or left in the meeting area(s).
13. Damages to the premises, equipment, or furnishings as a result of meeting area use will be charged to the group responsible. A fee of $50.00 will be charged if the group using the meeting area fails to leave the area clean and orderly.
14. If a key has been issued, it is to be returned to the Library Circulation Desk if the Library is open or after Library hours returned in the overnight books drop box. There will be an overdue library charge of $10.00 per day for each day the key is not returned.
15. Failure to comply with this Policy may result in denial of future use of the Library meeting area and/or immediate removal from the meeting area(s).
16. If a meeting is cancelled, please notify the Library as soon as possible at 660-433-5622
17. If the library closes, due to an emergency, all programs/events in the meeting area(s) will be cancelled.
18. Wi-Fi is available upon request.

I have read and agree to the above Policy set by the City of Tipton Municipal Library District Board of Trustees and Price James Library.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_