

# *Meeting Room Policy—Perry Carnegie Library*

- The Thelma Knox Brown Conference Room is available for public use for meetings and programs of educational, cultural, and civic purposes.
- The meeting room will only be available to departments of the City of Perry before or after library hours.
- The group making the reservation will be responsible for setting up the room, cleaning the room, removing trash, and returning tables and chairs to their original arrangements.
- The refrigerator may be used with permission if space is available. Items must be removed from the refrigerator at the end of the program.
- The group will assume responsibility for any damage to the library and its contents.
- Reservations for the meeting room must be made with a library staff member a minimum of 24 hours prior to room usage; usage is not guaranteed until a confirmation is given.
- The meeting room may be booked up to two months in advance.
- Meeting room reservations will not exceed three hours.
- Groups may reserve the meeting room for no more than one meeting in any one week or two meetings in a month.
- The Doors to the meeting room will remain open.
- Medical services, mental health services, and legal services will not be provided in the meeting room.
- Persons reserving the room will be 18 years of age or over. One adult for every eight persons under 18 must sponsor activities for minors. The meeting room may not be used for children's birthday parties.
- Should scheduling conflicts occur, library programs and activities will be given priority. No library program will be planned for a reserved date and time after a reservation has been confirmed.
- Programs and activities held in the meeting room will have no admission fees charged or special donations collected.
- The meeting room will not be reserved for commercial purposes.
- The meeting room will be limited to 40 or fewer people per the fire marshal.
- Tobacco products, drugs, and alcoholic beverages will not be permitted.
- Groups may serve light refreshments. Jell-O, Kool-Aid and brightly colored drinks may not be served because of the possibility of staining carpet and furniture. Groups must supply their own paper products, such as cups, plates, napkins.
- Signs, posters, advertisements, and/or decorations will not be placed on walls inside or outside the building.
- Flammable materials are strictly prohibited.
- Interpretation of this policy will be at Library Director's discretion.

*Approved by the Library Board/City Council October 16th, 2017*