

ETNA LIBRARY MEETING ROOM POLICY

Revised: February 17, 2014

The Etna Library maintains a meeting room for the purpose of providing a suitable space for government, school or nonprofit groups to conduct meetings and/or a public forum. In order to qualify, a nonprofit group must have a mission statement, bylaws, and elected officers, but does not need to be a 501c3 organization. Use of the meeting room is restricted by the following policies:

The meeting room may only be used for a scheduled meeting when the library is closed.

In order to be consistent with the library's mission to serve all people equally, all meetings held in the library must be open to the general public. The meeting room may be booked up to three months in advance. If the room is needed by the library staff for a library related purpose, it may be booked up to six months in advance.

Groups are welcome to meet in the library on a monthly basis, provided they book the room appropriately. A group may book the library meeting room up to 4 times in one month, unless a special request is awarded. The library staff is not responsible for automatically booking a group, or holding the room for a group that has reserved that time in prior months.

The cost to use the room is \$10.00 (for usage over 3 hours, \$ 25.00)

Only beverages and light refreshments may be served during meetings. These must be incidental to the meeting. The room is intended for meetings and a public forum, but not for parties or dinners. No alcoholic beverages may be on the premises.

It is the responsibility of each group that uses the meeting room to leave it clean and arranged as it was prior to changes made by the group. Library staff is not responsible for setting up the room, or restoring it. If the room is not left in order, a fee may be charged the group for excessive cleaning costs. A group may be barred from repeat use of the facility, if necessary. Any damage or breakage involving library property will be charged to the group responsible.

The number of people attending a meeting cannot exceed the capacity of the room, which is 46 people. No group may schedule a meeting if they anticipate a larger audience, and they must adhere to this maximum.

Groups may not store any materials or utensils meant for their exclusive use at the library.

When a group has scheduled use of the library meeting room, one group member needs to sign a library waiver form, and agree to take responsibility for the conduct of other group members while they are in the meeting room.

This person also needs to pick up a key to the meeting room on the day before, or of the meeting, and return the key to the library the following day. Alternatively, the key may be placed in a sealed, labeled envelope and placed inside the library's book drop.

Some library materials will be shelved in the library meeting room. It must be understood by all group members that these books and other items are not to be taken from the library when the library is closed.

During the library's closed hours, only the meeting room, kitchenette and rest rooms may be used. Even if an attendee at the meeting has a key to the rest of the library, use of the library for any reason is prohibited.

Use of the Friends Media Equipment:

NO ONE will use the Media Equipment without going over the instructions. This includes the Blu-ray DVD Player, Smart TV and Laptop Computer.

The Etna Library Manager will assess all necessary charges to groups, and will deny use of the meeting room to any group that does not adhere to appropriate use of the facility. Her decisions may be appealed to the Siskiyou County Library Director, if necessary.