

SHERMAN PUBLIC LIBRARY MEETING ROOM POLICY

The Sherman Public Library provides public meeting space to its community in accordance with Article 6 of the American Library Association's Bill of Rights. The primary purpose of this meeting room is in support of library functions, meetings, and programs. Use of the meeting room does not imply endorsement, support, or co-sponsorship by Sherman Public Library of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. The meeting room is normally available from Monday through Saturday during regular library hours. The room will be reserved on a first-come, first-served basis upon the Library's acceptance of the completed application form attached to this policy. Groups, individuals or members of groups using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity. The following provisions apply:

- **Sherman Library programming needs have first priority in use of the meeting rooms.**
- **Out of District fee** – The fee for Out of District use is \$25.00 (Non-refundable), plus \$15 cleaning deposit.
- The meeting room is **not** available for private social gatherings (wedding receptions, showers, birthday parties, family reunions, etc.), commercial or business purposes, political campaigns and other programs which, by their nature, are not suitable for the library's mission.
- The registrant agrees to indemnify and hold harmless the library and all its trustees and employees from any and all claims, demands, suits, causes of action or judgments, which any person may have as a result of any damages suffered while utilizing the meeting room.
- Any group using the meeting room must comply with the Americans with Disabilities Act (ADA) and is responsible for providing qualified interpreters or auxiliary aids upon request.
- The Library does not provide storage space for the property or supplies of groups using the meeting rooms. The Library assumes no responsibility for private property brought into the building.
- The Library will not provide personnel to carry supplies or make photocopies.
- Special arrangements can be made for using the room earlier or later than regular working hours.

- The reservation for the meeting room must be made by a resident of the library's jurisdictional area.
- A \$15 meeting room deposit is to be made at the time of the reservation, with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting. The organization assumes all responsibility for set-up and clean-up.
- The group/individual filing the application form shall pay for the cost of any repairs to equipment, damage or additional cleaning to the facilities as a result of its event.
- Meetings which disrupt the normal functions of the Library are prohibited.
- If food or beverages are served, the organization using the room is responsible for clean-up and all supplies.
- Hazardous or other dangerous materials are not allowed on Library property.
- Alcoholic beverages and smoking are prohibited in the Library.
- Meetings must be free of admission charges and open to the public.
- Youth groups may use the meeting room if their adult sponsors supervise them.
- The Library is not responsible for personal belongings left after meetings.
- Final decisions on room usage rest exclusively with the Librarian or his/her designated representative.

Approved : June 20, 2001

Reviewed and amended/approved: October 19, 2011

Signed _____
Julia Horton, President Board of Trustees