

USE OF THE SANGER PUBLIC LIBRARY MEETING ROOM

Local nonprofit organizations, educators, and groups of two or more individuals who would like to engage in a not-for-profit activity that adheres to the library's policies may use the meeting room during the library's normal operating hours through arrangements made with the library staff. Library and city sponsored events have priority, and other groups on a first come, first served basis. Before or after the library's normal operating hours, the meeting room will only be available for city and library-sponsored activities and meetings.

Other guidelines:

- Groups and individuals may not reserve the room more than three times in a two month period, with the exception of library-related meetings and city board meetings.
- Hours of scheduling should include the total time the room will be needed, including setup or assembling and possible cleanup.
- Adult supervision of minors (under the age of 18) is required.

Applications:

Requests for use of the meeting room should not be made more than 30 days in advance. The application form should be filled out and signed by an official representative of the group.

Applications may be rejected and previously granted permission may be withdrawn at the discretion of the library director or authorized staff member for violation of the meeting room rules or conduct inconsistent with the library's policies.

Rules for Use:

A driver's license or \$75 deposit will be collected before the room is used by groups not sponsored by the city or the library. The deposit will be returned if the room is left in clean and orderly condition (or in the same condition as it was in before the event). The person reserving the room is responsible for the condition of the room and its contents. An application form should be filled out and a staff member will let the individual or group in the room. When the meeting is over, a staff member will check the room and lock the door. If there is damage to the room or more extensive cleaning is required, a fee will be assessed to cover the costs of repair or cleaning.

The size of the group shall not exceed the maximum capacity of 50 persons. The room comfortably seats 30 or less.

The user is responsible for all table and chair arrangements.

The room should be left in a neat, orderly condition. If not, the group will be given notice that future access to the meeting room may be denied.

Smoking is prohibited in the meeting room or elsewhere on the library premises.

Advertising and the sale of merchandise or other materials related to a for-profit venture is prohibited unless specific approval is obtained in writing from the Director prior to the meeting (Examples of exceptions are book signings and educational events).

REFRESHMENTS:

Only light refreshments may normally be served in connection with a meeting, although exceptions may be made with prior approval. No alcoholic beverages are permitted. The room must be left clean, including any kitchen equipment used.

LIABILITY:

Granting permission for the use of the meeting room does not imply the endorsement of the Sanger Public Library Director or Staff. The library cannot be responsible for loss or damage to exhibits or personal property left in the room. Neither the Library Board nor the City of Sanger will be responsible for any accident or injury incurred during the use of the meeting room.

Thank you for your cooperation.

(Revised 2/15/2015)