

## Clear Lake Public Library Meeting Room Use Policy

(Approved 2/6/02)

Please read before filling out the application form that follows.

The Board of Trustees of the Clear Lake Public Library recognizes that the library is a community gathering place.

The library's meeting room seats 100 people or can be divided into two rooms accommodating 50 persons each.

1. TYPES OF MEETINGS. The Clear Lake Public Library provides meeting rooms for use by the public for meetings or programs appropriate to the physical facilities and compatible with the library's mission statement of providing educational and cultural resources for the community. The meeting room is not available for social functions of an essentially private nature.
2. DISCLAIMER. The fact that an individual or group presents a meeting or program at the library does not mean that the library endorses that policy or belief.
3. REFRESHMENTS. Refreshments may be served in the meeting room. A small kitchen is available with microwave, sink and refrigerator. Thirty and ten cup coffee makers are also available. If the kitchen is used, it must be cleaned and all garbage placed in the containers provided.
4. HOURS. The meeting room is available during the library's regular hours of operation. If the meeting room is used earlier or later than regular library hour, a \$20 per hour fee will be charged in addition to regular fees. After hours use will be contingent upon the availability of building security personnel.
5. FINANCIAL TRANSACTIONS. A charge to cover class participation may be levied. Normal collection of dues or memberships during groups meetings will be permitted. Direct selling is not allowed. Authors are permitted to sell books at book signing events.
6. USE FREQUENCY. The library meeting room cannot be reserved more than two months in advance. The library will not accept reservations for a series of meetings which would designate the library as the regular meeting place for any organization.
7. CHILDREN'S AND YOUTH GROUPS. Children's or youth groups using the meeting room are required to provide constant on-site supervision by an adult

(person age 18 or older).

8. ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES. No alcohol or controlled substances may be possessed or consumed on the premises. The library is a smoke free building. Smoking is not permitted in any area of the building.

9. STORAGE. The library cannot offer storage for groups using the meeting room.

10. SIGNAGE. Materials may not be fastened to the walls.

11. RESPONSIBILITIES OF MEETING ROOM USERS.

1) Chairs and tables are stored in a room adjacent to the meeting room. It is the responsibility of the using group to set up chairs and tables as needed, and to return these items neatly to storage when the meeting is completed.

Updated and approved 2/9/16