

## **Martin County Library System Meeting Room Policy Main Branch, Fairmont, MN**

The Martin County Library System provides two meeting rooms for the public's use in the lower level of the building. The meeting rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The meeting rooms are available for single meetings or a limited number of meetings that constitute a distinct series of programs. Regularly scheduled meetings may be held in a meeting room provided no other request is made for use of the room. Library programs will be given first priority for use of the facilities.

During regularly scheduled hours of library operation, the meeting rooms are available free of charge to nonprofit groups for educational, cultural, civic or public service activities which are open to the general public. Businesses or commercial groups may utilize the rooms provided they pay a nominal fee for their use: \$10 per hour, including set-up and clean-up time. Payment for the meeting room rental is due the day of the event. Payment fees are based on the number of hours reserved, not the number of hours used. Refunds will NOT be provided to groups using the room for fewer hours than originally reserved. Groups are advised that the Martin County Library System is a smoke-free facility.

Reservations for the meeting rooms may be made three months in advance. Reservation information will include the name and phone number of the person responsible for arrangements; name of the organization and purpose of the meeting; date and time needed; and estimated number of people attending.

Kitchen facilities are available for coffee and snacks only. The Library will provide a 30-cup coffeepot. Coffee cups, napkins, etc., are provided by the Library only for library-sponsored activities. Organizations using the meeting rooms are responsible for discipline and for leaving the facilities in reasonably clean condition without damage.

The Library's audio-visual equipment may be reserved for use in the Library's meeting rooms without charge. The Library also provides a microphone and sound system for use in the large meeting room free of charge.

The Library's meeting rooms are only available during regular library hours.

Permission to use the meeting rooms does not constitute an endorsement by the Library of a group's policies, programs or beliefs. In case a question arises about the objectives and activities of any organization or group requesting use of the meeting rooms, the Library Board will have final authority in granting or withholding permission to use the facility.

**Approved by the Library Board, February 2011.**