

Martin County Library: Fairmont Meeting Room Policy

The Martin County Library in Fairmont provides two meeting rooms for public use in the lower level of the building. The meeting rooms are made available on an equitable, non-discriminatory basis. Library programs will be given first priority for use of the facilities.

During the regular hours of library operation, the meeting rooms are available for a fee of \$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 who cancel their room reservations, or for groups using the room fewer hours than originally reserved. Groups are advised that the Martin County Library 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.

The Library provides a sink, a 30-cup coffeepot, microphone and sound system for use in the large meeting room free of charge. Organizations using the meeting rooms are responsible for leaving the facilities in clean condition without damage.

Permission to use the meeting rooms does not constitute an endorsement by the Library of a group's activities. In case a question arises about the 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, August 2018.