

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 reservation. All events must end at least 15 minutes prior to the library's scheduled closing time. Not for profit groups and organizations may use the meeting room at no cost. For-profit organizations and commercial businesses will be charged 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. Refunds will NOT be provided to groups who cancel their room reservations, or for groups using the room fewer hours than originally reserved. Repeated cancellations and no-shows will result in a ban on using the meeting rooms. Private parties are excluded from meeting room use.

Reservations for the meeting rooms may be made three months in advance using the form available on our website. All meeting room requests will be approved or declined within five business days. All reservations are subject to the discretion of Martin County Library staff.

Organizations using the meeting rooms are responsible for leaving the facilities in clean condition without damage. Failure to comply will result in a ban on using the meeting rooms.

Permission to use the meeting rooms does not constitute an endorsement by the Library of a group's activities. The Martin County Library Board will have final authority in granting or withholding permission to use the facility.

Approved by the Library Board, June 2023.