



Four Star Public Library District Program/Meeting Room Policy & Reservation Form

The Four Star Public Library has a meeting room with seating for 50 people. The primary purpose of this meeting room is in support of library functions, meetings, and programs. The meeting room may be made available for use by members of the public if the person making the reservation is at least 18 years of age, and a Four Star Public Library cardholder is in good standing. The person who signs the Reservation Form now becomes the responsible person, and is liable for all policy violations. Authorization to use the library's meeting room does not constitute an endorsement of the groups' policies or beliefs by the library. The meeting room shall not be used for private, for-profit, entrepreneurial or commercial purposes; however, exceptions may be made at the discretion of the Library Director and the Library Board of Trustees consistent with the Four Star Public Library's mission statement. The library's programs and meetings take precedence over any other scheduled monthly meetings.

Organizations may use the meeting room only when all of the following conditions are met:

- The reservation for the meeting room is made by a resident of the library's jurisdictional area and reserves their meeting at least one (1) month before the requested usage date. The form must be signed by the individual responsible for the meeting.
- The meeting takes place during regular library hours and must be vacated 10 minutes prior to the library's closing. Library hours are Monday – Thursday from 2-8 pm. Friday and Saturday hours are 10 am to 2 pm.
- The meeting cannot disrupt the ability of the library to conduct its business in a normal and orderly manner.
- The meeting is open to the public and no admission charge, collections, or other money-raising activities may be attached to any meeting conducted in the meeting room or on library grounds, unless all proceeds go to the Four Star Public Library.
- The organization assumes all responsibility for set up and clean up. Tables and chairs will be returned to their original place. Floor areas will be clean of food and debris. Garbage bags used will be dumped in library garbage container in the storage room.
- Decorations or other materials are not permitted on the walls.
- **The use of Library equipment must be requested at the time of the reservation.**
- Food and drinks are allowed in the meeting room if it is brought in and cleaned up afterward. The kitchen is for warming and serving already prepared foods.
- No smoking or alcoholic beverages are allowed anywhere on Library property.

- No hazardous, illegal, or incendiary items may be used in the library.
- The Library is not responsible for possessions left in the room or on the grounds.
- Library staff is not available for porter service or custodial help.
- The Library does not supply space for groups needing a place to store their supplies or equipment.
- Minors must be under direct supervision at all times.
- Individuals and organizations reserving a meeting room are responsible for their own promotion of the meeting.
- Library staff will inspect the room after each use. The Library Director makes the final decision as to the condition of the room after each use.

The following table illustrates examples of allowed and prohibited uses of the Library meeting room. It is not an exhaustive list, and the Library Director and Board of Trustees will make the final decision as to what is allowed.

Allowed Use Examples:

- Non-profit group informational meetings
- Civic organizations
- Local Clubs
- Homeowner association meetings
- Local school-sponsored club meetings

Prohibited Use Examples:

- Social gatherings, such as a baby shower
- Rallies or Demonstrations

Failure to comply with the Library’s meeting room policy will result in loss of meeting room privileges. The Library Director or designated person in charge is empowered to make decisions regarding the availability and use of the library meeting room and grounds. Requests for exceptions to the above rules must be submitted in writing to the Library Director and discussed with the Library Board of Trustees.

I agree to the Library’s Meeting Room Policy _____
Signature Date