

# Fenton Free Library

## Meeting Rooms

ADOPTED: 1/17

The meeting rooms at the Fenton Free Library are primarily for the use of our library programs that promote library services. The following policies do not apply to library events or sponsored library events held in library meeting rooms.

When meeting rooms are not in use by the library, the rooms are available on a first come, first served basis to groups and organizations as specified in this document. These uses are scheduled at least 24 hours prior to the event by a completed, signed application.

1. Meeting rooms of the Fenton Free Library are designed to meet general informational, educational, cultural, and civic purposes.
2. Under the following guidelines, Library meeting rooms are available at times and locations that do not conflict with daily operation of the library:
  - A. No fee is charged for those attending the meeting, but donations are welcomed.
  - B. No sale of goods or services or the solicitation for future sales or services will be permitted without prior library Administration approval. "Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. This includes the collection of "free will" offerings.
  - C. The librarian/Director is permitted to observe or monitor a meeting at any time. The librarian/Director is authorized to deny permission for use of the library room to any group that is disorderly or objectionable in any way, or that violates these regulations.
  - D. Children's groups under the age of 18 may be allowed use of the meeting room provided they are supervised by one or more adult sponsors.
  - E. Upon arrival, the applicant must check with the library Supervisor/Director in charge to gain access to the space.
  - F. Group representatives may not enter Library building, nor will deliveries be accepted before regular opening time.
  - G. The meeting room must be returned to the condition in which it was found and must be completely vacated prior to the posted closing time, unless prior arrangements have been made with the library Director.
  - H. Upon completion of the meeting, the applicant must check with the library Director in charge to ensure that the premises used is in good condition at the conclusion of the reservation.
  - I. Applicant placing the reservation request is responsible for all damage to the room or its contents.
  - J. The Fenton Free Library reserves the right to revoke a reservation if the program or gathering is disruptive to the Library's normal course of business.
  - K. Food or beverages may be served in all public use meeting rooms. Beverages must have covered containers. No alcoholic beverages are allowed.
  - L. Fenton Free Library facilities are non-smoking.