

The Morris Area Public Library welcomes the public use of Library facilities for educational, civic, cultural, and other uses consistent with the public interest when such use does not interfere with normal Library operations or Library sponsored activities. Permission to use the facility is revocable and does not constitute a lease. The Library reserves the right to deny applications for use based on availability of space, availability of Library Staff, frequency of use, or as further outlined in this policy.

Availability

1. Library programming has priority, and the Library reserves the right to cancel or re-locate within the Library any previously scheduled meeting.
2. Booking of a meeting room will be on a first come, first served basis.
3. Meeting agendas may be requested prior to reservation confirmation.
4. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization. Advertisements or announcements implying such endorsement are not permitted.
5. The Library will not be the phone contact for the event or activity. The library's name, address, telephone number, or URL may not be used as the address or headquarters for any group using the library.
6. Meeting rooms may not be used for private social gatherings such as showers, birthday parties, family reunions, etc.
7. Solicitation, admission or other charges, money raising activities, and/or sales are not allowed. This guideline is waived for all Library related programs or Library fundraising activities.
8. Standing reservations for groups may be made for up to a one year period. It is the responsibility of the group to re-apply at the end of this time.
9. Meeting room requests need to be submitted to and approved by the Library Director at least one week prior to the activity.
10. Meeting space may be provided for groups of children that are supervised by adults at the ratio of one adult for every seven children. Groups with members under the age of 18 must have an adult sponsor in attendance at all times during their meetings.
11. Groups from outside of the Library's jurisdiction (non-resident groups) may use the Library for a fee based on the room arrangement fee scale. Non-resident means that a majority of fifty (50) percent or more of the members of the group do not live in the Library District and/or the mailing address of the group is outside of the Library District. Resident groups (those with a majority of fifty [50] percent or more of the members of the group living in the Library District and/or the mailing address of the group is inside the Library District) may reserve a room free of charge provided that the request is initially made by a resident of the Library District who has a Library account in good standing.
12. Public information meetings are to be open to the public and free of charge for attendees. No fee shall be charged or donation solicited as a condition of entry.

Scheduling

Room availability can be checked by telephone; however, the individual representative must submit a signed application to reserve the room. This form is found at the end of this policy and is also

available at the Circulation Desk.

Rules for Use

1. Rooms must be left in neat, clean, orderly condition with all chairs, tables and equipment returned to their original position.

2. Arrangements need to be made to use Library equipment. Library Staff will assist with setup of the equipment as available.

3. The Library does not provide service to carry supplies, provide refreshments, or provide office supplies or photocopies. All groups, except those sponsored by the Library, must provide their own support for preparation and clean up.

4. It is not permissible to affix or adhere anything to the walls, doors, windows, or other surfaces.

5. The use of firearms or hazardous materials is not permitted at any time.

6. Use of tobacco products or of alcoholic beverages is not permitted at any time.

7. The multipurpose room holds up to 50 people and the auditorium up to 125.

8. No meeting shall last later than the Library's closing time unless by special permission.

9. No group may reassign a reserved time to another group.

10. It is the responsibility of the applicant to give public notice that signing (sign language) will be made available upon reasonable request if the meeting is open to the public. It is the responsibility of the applicant to provide a qualified interpreter. It is the responsibility of the applicant to advise the Library Staff of any other special needs arrangements.

11. Open flames and/or anything with a heating unit are not permissible.

12. Meetings, programs or events may not disrupt Library users or Staff. The Library reserves the right to terminate meetings, programs and events that disrupt or interfere with normal Library operations.

13. Fees for using the room are:

a. Resident groups --\$0.00

b. Non-resident groups --\$50.00

14. Group members bringing children to the Library are responsible for the supervision of their children attending the meeting and using the Library during the meeting.

15. Groups that hold children's programs are responsible for the care of the participating children and their siblings before, during, and after the programs. Group supervisors must stay until all children have been picked up by their parents.

16. Group members using the Library's equipment must leave all equipment in the condition in which it was found, including but not limited to stacking and rearranging chairs, cleaning and storing tables, and cleaning the dry erase board. The applicant is responsible for ensuring that all participants use the equipment in accordance with the Library District's policies.

17. Light refreshments may be served. Groups must furnish their own utensils, plates, cups, napkins, and other serving items. Groups will ensure all spills and debris are cleaned up before leaving the Library. No refreshment may be taken out of the meeting room.

18. Future access will be denied if the above requirements are not met. A fee separate from the

room rental fee may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Library Staff.

19. Library Staff are authorized to monitor the use of the meeting rooms and to enforce all policies concerning their use. All meetings shall be open to the Library Board, Director and Staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.

Liability

1. Granting of permission to use Library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the Library Staff or Board.

2. The Library is not responsible for any loss, theft or damage to any equipment or to the personal belongings of any meeting attendee.

3. The person signing the application for permission to hold a meeting in the Library will assume legal responsibility for the cost of repair or replacement of damaged Library property. He or she will also assume responsibility for the cost of any special cleaning necessary after the use of the room.