

## Meeting Room Policy

The Herrick District Library provides meeting rooms to empower our community to connect, discover, and create, which is the Library's mission. The primary intent of our meeting rooms is to provide space to implement regular Library programs. Not-for-profit organizations in the community are able to use the meeting rooms to provide programs open to the general public that are educational, cultural, or civic betterment in purpose.

- HDL is not responsible for damaged, lost, or stolen items. Users are liable for any damage to furniture and fixtures. Room use may require liability and damage protection as determined by the Library Director or the Director's representative.
- Room users are responsible for cleaning up after themselves.
- Smoking and alcohol use are prohibited in the Library.
- Users of the rooms must be under adequate supervision by adults 18 years of age or older.
- Room use is revocable by the Library at any time and for any reason.

### Endorsement

The use of the meeting rooms by outside organizations does not imply endorsement of the organization or its programs by the Library. Organizations will not be permitted to use advertising or publicity that implies sponsorship or approval of the Library.

### No Discrimination

HDL will allow room use on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. HDL requires that all room users will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability, or other protected status.

### Fees & Charges

The Library's meeting rooms shall be available for use free of charge. Room users may be charged for use of the Library's audiovisual equipment and support. Organizations may not charge fees nor hold fund raising events in the meeting rooms. Continuing education workshops may charge a fee to cover the costs of supplies.

The Library Director is authorized to develop guidelines and procedures to implement this policy. Organizations may not use the meeting rooms in such a manner as to go against the guidelines.

*Revised/adopted by Board on June 21, 2007*

*Revised mission and updated wording - Board approved on July 25, 2019*

*Proposed to Policy & Personnel Committee 7/8/2021*