

Morgan County Public Library Meeting Room Policy

Meeting rooms located at the Main, Monrovia, and Waverly branches of the Morgan County Public Library shall be available on a first-reserved basis to **nonprofit organizations that have a community base within the county**. All use of the meeting room is subject to the approval of the Director or designated staff as to the availability of the room, the time and purpose of the meeting.

Groups using a meeting room may not charge admission, ask for donations, or sell items on the premises without prior approval of the Director.

Each organization using a meeting room assumes the full responsibility for any damages incurred resulting from the use of the room and its facilities.

The adult that reserves the room, either online or in-house, assumes the responsibility of seeing that the facilities are properly cared for, that cleanliness is maintained, and that the room is returned to its original order. Failure to do so will result in revocation of meeting room privileges.

The Morgan County Public Library also reserves the right to terminate the use of the facilities when such use is not in the public interest (Example: If facilities are damaged, or regular library services are disrupted.)

Because of safety and legal regulations, the following rules apply to meeting room use:

- smoking and alcoholic beverages are prohibited
- no form of gambling is permitted
- all children/teen functions must be adequately supervised by an adult

The full meeting room (Rooms A & B) at the Main branch accommodates 40 persons, but there must be a minimum of 15 expected attendees to book the full room. It may be divided into two rooms for separate meetings. The maximum capacity per half is 20 persons, with a minimum of 4 people per half. Room A is equipped with a large whiteboard, a TV with laptop hook-up, and a DVD player. Room B is equipped with a small whiteboard, and has access to a kitchenette. Both rooms have wireless internet access.

The meeting room at the Monrovia branch can accommodate up to 50 persons, but there must be a minimum of 10 expected attendees to book the room. The room is equipped with a TV and DVD player, access to a full kitchen, and wireless internet access. This location may be booked for private parties, baby showers, and other small events for a fee. This fee must be paid at the time the room is reserved.

The meeting room at the Waverly branch can accommodate up to 15 persons, but there must be a minimum of 4 expected attendees to book the room. It is used daily as a study room, where it is available on a first-come basis. It is equipped with a whiteboard, a TV and DVD player, and wireless internet access.

Reservations may be made no more than 3 months in advance. However, the library reserves the right to change or cancel reservations in the case of an emergency or for library sponsored programs.

Due to limited space, reservations may not be made for on-going weekly meetings. However, groups may check the availability of a meeting room one day ahead of their meeting and reserve the room at that time if it is available. Exceptions may be granted for a limited period with the approval of the Director or designated staff.

Any exception to the above policy requires the approval of the Library Director.