

**EDWARD F. OWEN MEMORIAL LIBRARY
BROOKS-FENNELL MEETING ROOM POLICY**

The Edward F. Owen Memorial Public Library welcomes public use of the Brooks-Fennell meeting room for civic, community, cultural, or educational purposes. The meeting room is available on an equitable basis regardless of the activities, affiliations, beliefs, or policies of the individual, group, or organization requesting use. Permission to use the meeting room does not constitute library endorsement. Use of the meeting room for Library purposes takes precedence over other uses. Failure to comply with Library directives outlined in this policy may result in cancelling future use.

1. Meetings/events shall be free of charge to nonprofit organizations. All other meetings or use of the facilities will require a **\$35.00 cash** fee for Carter Lake residents and a **\$55.00 cash** fee for all non-residents. Proof of residency is required. Meeting rooms are not available for business promotions, to sell merchandise or services, solicit for later sales or the placement of orders. **Meeting room is available all hours the Library is open until ten minutes before closing. Setting up and clean-up are included in the time limit.** All fees are due at the time the event is booked.

2. All meetings/events must be open to the public.

3. Groups using the Brooks-Fennell Meeting Room may arrange the available tables and chairs, **but the room must be in its original set-up upon leaving.**

4. All users of the Brooks-Fennell Meeting Room must sign a reservation form available at the circulation desk. All meetings/events must begin and end at times user specifies on reservation form.

5. Groups of more than 10 children/teenagers must be properly supervised by 1 adult for every 5 children/teenagers.

6. Attendance at authorized meetings may not exceed the room capacity (50).

7. No smoking or alcoholic beverages are permitted on library property.

8. No food or drink allowed in the public library area.

9. If there is damage to any room that will necessitate professional cleaning or replacement, the cost will be charged to the organization or group that used the room. It must be paid within ten (10) days of being invoiced to the user.

10. Any display materials are to be removed and the room free of litter.

11. If it is necessary to borrow library equipment, it must be requested prior to the meeting.

12. Normal operation of the library is not to be disrupted by users of the meeting room.

The Library shall not be held responsible for the security of property owned by an individual or group using the meeting room. The Library reserves the right to close the building in extremely adverse weather or for unforeseen emergencies.

Approved by the Library Board of Trustees, March 2013
Amended August 2017