# Meeting Room Reservation & Policy

The East Lake Community Library will allow non-profit [community] groups to use the library space to further the library's mission through enriching lives and encouraging self-education. For profit business or organizations will be charged a fee of $50 per hour for use of the meeting room. All sponsored library events will have priority for meeting room space.

All programs or meetings held at the library must be held during library hours and be open to the general public. Any meeting after library hours for either profit or non-profits will be charged a staff coverage fee of $75 per hour. Rooms will be booked only to adults (21 yrs +). Youth groups may use the rooms if a responsible adult is present at all times. All meetings must be approved in advance.

The library does not assume any liability for injury or damage to personal property, which occurs as a result of the actions of the sponsors or participants while using the meeting space. The user will assume sole responsibility for replacing or reimbursing to the Library any damaged or lost Library property or furnishings. The meeting room is equipped with a projector, screen and sound system. Other equipment needed is the responsibility of the user. Any set-up or special arrangements shall be approved in advance.

Groups using the library facilities are responsible for cleaning up after themselves. Refreshments may be served although any spills or damage to the meeting area is the responsibility of the group.
The meeting room must be left in the same condition as it was found. Smoking, drugs, and alcoholic beverages are not permitted.

- Any announcements or notices to publicize an activity is the sole responsibility of the organization utilizing the space.
- Programs or meetings may not disturb the use of the library for other patrons.
- The library staff is not responsible for the supervision of children while adults are attending meetings.
- Meetings may not be used for partisan political activities, except for events such as candidates' nights, when all candidates are invited by the library or independent civic organizations.

**Disclaimers**

**In allowing a group to use a meeting area or room, the Advisory Board and library staff do not imply any endorsement of the group's beliefs, policies, program or ideas expressed by organizations or individuals using the space.**
**Permission to use Library meeting space may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance. Groups may identify the library and provide its address in their publicity for the meeting, but may not give out the library's telphone number or invite potential attendees to contact the library.**

*Please sign the attached Meeting Room Reservation form and return to the Library no less than 15 days before your scheduled use of the room. Full fees must be paid at the time of application and are refundable only up to 72 hours prior to the scheduled meeting.*