**Public Service Policy 1.5—DRAFT**

(proposed additions highlighted, presented 3/8/2023)

Library meeting rooms are available to groups or organizations which have a cultural, educational, civic, social, political, religious, professional, or other community-oriented focus. Community meetings shall be open to the public. No admission may be charged and no items or services may be sold (excluding library program materials).

Meeting rooms are available for individual use for persons volunteering as tutors as part of a non-profit program, and for individuals seeking a quiet space for study, research, job interviews, and social service meetings. A telehealth room with privacy curtains is also available for individual use at the Main Library and Northside Branch.

Meeting rooms are not available to non-library groups or individuals for the promotion or sales of services or products, fundraising, conducting classes for profit, or private social functions (birthday parties, baby showers, family reunions, graduation party, memorial services, etc.).

The following guidelines apply to all non-library meetings held on library premises:

Reservations must be made at least 24 hours in advance. In case of cancellation, the library requests notification by phone as soon as possible.

* Meeting rooms are only available for use during normal library hours.
* The person making the application is responsible for ensuring that no alcoholic beverages are allowed on the premises and no type of tobacco use is permitted on any library property.
* For safety reasons the stated capacity for each room must not be exceeded.
* Groups are responsible for arranging chairs, tables, and other equipment provided in the meeting rooms to meet their own needs. Following their use of the room, groups must return the room to its original state. Clean-up of the room by the group is required.
* The following disclaimer will be posted in the meeting room: “The library does not advocate or endorse the policies or purposes of any group or individual using the library meeting room. The library is not liable for injury to person or property arising out of use of the meeting room by an outside group or individual.”
* Meetings held in any meeting room must not disturb normal library operations. The Library reserves the right to stop meetings that are disruptive to normal library operations.
* Library meeting rooms may not be used for any activities prohibited by law.

CRCPL reserves the right to reject any reservation if it is determined that the organization has abused its past privileges, including but not limited to: violation of any of the preceding policy and procedures, vandalism, theft, failure to exit the building on time, and failure to appear for a scheduled meeting. The acceptance of library policy and procedures (electronically or in person) assigns responsibility for loss or damages to the room and loss or damage to any library property or equipment used during the meeting to the person submitting the application. The library reserves the right to prohibit any person, group or organization from using the library meeting space.

NOTE: The library’s use of meeting room space takes precedence over outside reservations. Occasionally, it may be necessary to cancel or move a meeting reservation if a specific space is needed by the library. Every effort will be made to give adequate notification to the organizer and/or organization affected and to find reasonable alternate accommodations.