

## **COMMUNITY MEETING ROOM POLICY**

The Phelps Community Memorial Library Board of Trustees subscribes to the tenets of the Library Bill of Rights, which states in Part, “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

When the community meeting room is not needed for library programs, it may be available for use by Town of Phelps based non-profit community programs, subject to policies established by the Phelps Community Memorial Library Board of Trustees.

- A. All meetings will be open to the public.
- B. A completed application is to be submitted to the Director for approval. The application must be signed by an authorized representative of the group.
- C. All advertisements, announcements, press releases, flyers, etc. relating to meetings will clearly state the meeting is not sponsored by the Phelps Community Memorial Library.
- D. The room has six tables and twenty chairs available.
- E. Beverages and light snacks are permitted. There is a restroom, but no kitchen.
- F. Leave the space as you found it. Carry out your trash, vacuum if necessary and place tables and chairs back in original order. If staff needs to clean up, the organization will be charged a minimum one hour of labor at the current rate.
- G. All children must be chaperoned.
- H. A TV set with a video/DVD player, an LCD projector, screen, and internet access may be available for use. Request equipment on the application form.
- I. Meetings will be scheduled for hours that the library is open.
- J. Meetings outside normal library hours need prior approval by the Director.
  - 1. Entry & Exit to the meeting room by PCC Hallway with no access to the library proper. The building must be vacated by 9:00, or an alarm will be activated to the police dept. The organization would be charged for the police call.
  - 2. If a staff member is required, there is a minimum charge of \$20.
  - 3. The group or organization shall hold the Phelps Community Memorial Library harmless for any damages to any person or property as a result of negligence or violation of the rules by any person.