

Phillips Free Library

COMMUNITY MEETING ROOM POLICY

The Phillips Free Library's Community Meeting Room is available free-of-charge on a first come, first serve basis to groups primarily serving the needs of the community, such as educational and literacy groups, civic betterment organizations, cultural and artistic groups and other groups that are not excluded below.

Groups wishing to reserve the meeting room are to be referred to the library director or her designee for approval. Dates are not to be posted without approval.

Library events have priority and the library reserves the right to cancel advance reservations in favor of library programming with 35 days notice.

A group can use the room a maximum of 12 times a year, or at the discretion of the library director.

The Program Room will be available only during regular library hours. Scheduling will be through the Library Director on a week to week, "first come first serve" basis.

The library does not set up the room for groups and doesn't provide any equipment. All groups utilizing the facility are expected to return the room's tables, chairs, and any other moveable items to their original places. In addition, any and all food or drink items will be removed from the room and the refreshment area cleaned and left in an orderly manner.

The library director or her designee reserves the right to refuse the use of the room whenever such use does not conform to these policies, with final approval of the library board.

*The Phillips Free Library commits itself to serving
all persons without regard to race, color, sex, religion, age,
marital status, national origin, disability, ex-offender status
or sexual orientation.*

AGREEMENT

Groups are welcome to serve light refreshments. Advance notice must be provided if food-catering services will be used.

Alcoholic beverages are not allowed.

The library does not supply utensils, dishes or paper products. Nor do we supply and set up equipment for groups.

The library does not set up the table and chairs for any groups using the meeting room. The meeting room and kitchen must be left clean and in the same set-up as found. All waste and recyclables must be removed from library premises.

Smoking is not allowed in any part of the library.

THE GROUP USING THE MEETING ROOM WILL BE HELD RESPONSIBLE FOR ANY PHYSICAL DAMAGE TO LIBRARY PROPERTY.

Signing of this policy constitutes an agreement by the undersigned to adhere to the rules of the Meeting Room Policy and to ensure that no member of the group violates the rules set forth.

Signed _____ Phone number _____

For _____ Date _____
(Group Name)

Approved by the Board of Trustees with amendments 10/2008