

## **VALENTINE PUBLIC LIBRARY MEETING ROOM POLICY**

As a service to the community, the Valentine Public Library offers a meeting room. This room is available to all groups wishing to present programs or to hold meetings which serve the community's needs for education, information, and cultural enrichment with the following provisions:

- All use of the meeting room is subject to the approval of the Director.
- Library sponsored or co-sponsored programs take precedence over other groups at all times. The Library reserves the right to change or cancel reservations in emergency situations.
- The charge for the use of the meeting room is \$50.00 per day or \$25.00 for any segment less than 3 hours.
- Groups are encouraged to reserve the meeting room at least 24 hours in advance. Same day scheduling will be done only at the discretion of the Director.
- The meeting room may be reserved only during the hours the library is normally open for business or library staff are on duty. No one, other than library staff and city hall are to have keys to the library.
- Only the city council and city committees or boards may use the room without charge and after business hours. For these meetings the City Manager or his staff will have the responsibility to unlock and lock the facility. The City also agrees to be responsible for any and all damage that may occur during their use of the facility.
- Meetings must not be of a nature, which would interfere with the normal operations of the library.
- No attendance fee may be charged nor may a collection be taken up without the express, written approval of the Director. Admission may be approved for meetings sponsored by the library or an approved non-profit educational group or institution for short-term classes, institutes, discussions groups and forums involving small fees.
- Smoking is not allowed any place in the library.
- No additional furniture or equipment other than that furnished by the library is to be used without the Director's approval
- Groups may not schedule regular meetings on an annual basis.
- The use of the room includes use of such facilities and equipment as television, VCR, projector and kitchen. Each group is responsible for cleaning up after kitchen use and for replacement of lost or damaged equipment.
- Library equipment shall not be removed from the library.
- No sale of items or services is allowed.

Adopted and reviewed by the Valentine Public Library Board of Trustees on:  
**08/26/2013**