

## Meeting and Space Use Policy

### Regulations Governing Use of the Library for Meetings

The library may be used for activities sponsored by both non-profit and for-profit organizations. Sales of merchandise and fundraising at these activities shall not be permitted with exception made for book sales at official library author events.

A *Meeting Room Permit Form* is required. These forms may be acquired from the circulation desk and must be approved by the Library Director prior to use of the meeting room.

While use of the library as a meeting space will be provided free of charge the organization utilizing the space will be held responsible for cleaning up behind themselves and leaving the library in the condition they found it in upon arrival. If an organization fails to clean up after themselves a janitorial fee may be assessed in the amount of \$100. The organization will be barred from continued use of the meeting space until the fee is paid in full.

Organizations may bring in equipment for meetings and workshops. Is not, however, the responsibility of library staff to move equipment or arrange tables and chairs. Alteration of electrical and audio service panels or equipment is prohibited. Decorations or displays may not be affixed to the interior or exterior of the library without prior approval of the Library Director. Organizations must ensure proper supervision of all activities at all times.

### Rules of Use

All organizations must abide by the library's policy of non-discrimination and shall not deny access to any individual on the basis of origin, race, religion, age, background, sex, sexual orientation, gender identity, or political views and affiliations.

The following are prohibited activities on library property:

- Possession or consumption of alcoholic beverages
- Use or consumption of any tobacco product, including vaping
- Gambling or other games of chance
- Political campaigning
- Religious proselytizing
- Hate speech of any kind

Disorderly conduct and willful destruction of library property will be prosecuted to the full extent of the law. Violation of these rules can result in the organization's denial for future use of the library facilities. The Library Director may refuse an organization the right to use the library if he or she deems that use constitutes a danger to participants, is illegal, is likely to place SOCPLS in an untenable position, or is in violation of this policy.

### Hold Harmless Clause

SOCPLS and the Board of Trustees shall be held harmless by any organizations utilizing the library facilities and will not be held liable for accidents and behaviors on the premises.