

## **Watonwan County/St. James Library and Multi-Cultural Learning Center Meeting Room Policy**

Adopted by the Watonwan County Library Board 4/15/03

Approved by Watonwan County Commissioners 5/6/03

Revised by the Watonwan County Library Board 4/20/10

The meeting rooms at the Library are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting room use. The Library Board does not advocate or endorse the viewpoints of meetings or meeting room users. **The rooms are available to groups and organizations engaged in educational, civic, cultural, intellectual or charitable activities which are open to the general public.**

No admissions charge, commercial solicitation or request for donation may be made at any function on the premises, except for Library or non-profit organization sponsored programs. Classes that require registration fees may be offered.

For-profit organizations shall not sell items or services, take orders, or exchange money in the meeting rooms unless sponsored by the Library or the Friends of the Library.

Meeting rooms are available at no charge during normal library open hours. Meetings may continue after normal open hours. For meetings that start before the library is open, the front door key must be picked up the day before the meeting and returned the day of the meeting at the library service desk. If the day before the meeting is not a regular business day for the library, other arrangements will be made.

The meeting rooms can be scheduled for up to 90 days ahead of time and are available on a first come, first serve basis. No group has an automatic right to a certain night or date on a regular basis. Exceptions to this rule are Library or Friends of the Library events, meetings of the Watonwan County Commissioners, for City Council meetings in St. James or other cities in the County.

Smoking and alcoholic beverages are not allowed.

Beverages and light snacks may be served in the multi-purpose room.

All users are responsible for the general setup and clean-up of the meeting rooms. All chairs and tables must be returned to their original locations. Cleanup may involve wiping tables and vacuuming.

If media equipment is to be used for a meeting, it must be scheduled in advance.

All groups and organizations using a meeting room must have a representative read the Meeting Room Policy and sign a Meeting Room Agreement form before their meeting. The Meeting Room Use form should be filled out immediately following the meeting.