

## MEETING ROOM POLICY

Maximum Capacity: 75 persons

There is no charge for use of the meeting room by not-for-profit and/or tax-exempt organizations and other community groups. Donations are accepted and appreciated.

The fee for for-profit groups and businesses using the meeting room is \$10.00 per reserved event. The group or business may not charge an admission fee for its members to attend the event hosted in the Thorp Public Library meeting room except for a meeting sponsored by the Library (ex. Book Sale). Library Director reserves the right to handle all other unique situations at his/her discretion.

If room is reserved for after open library hours, please refer to Key Policy for instructions/responsibilities on key 'checkout' and procedure for locking the building.

Reservations are made on a first come, first serve basis. It is understood that library programming will have first priority in room use. Please notify library as soon as possible of cancellations.

The room is available to individuals or organized groups in the Library service area.

Adult supervision is required for minors who use the room after open library hours.

The fact that a group meets at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The meeting room cannot be used for any purpose which may interfere with normal use of the library (ex. excessive noise or smells).

Refreshments provided by the group may be served as long as facility is left clean and orderly and garbage is disposed of in appropriate manner.

No smoking is allowed.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Any unusual situations or use of the room for an extended length of time is to be approved by Library Director prior to reserving.

Approved by the Thorp Library Board

Dated: Dec. 2, 2009