

Meeting Space Policy:

Due to heaviness of use, groups are allowed to sign up in advance for only one date per month. The rest of the time the room can be scheduled on a drop in basis only. Library Director to file one copy of insurance certificate until room is no longer used by group.

1. Library Director has authority to grant use if the following guidelines are met:
 - a) No smoking or alcoholic beverages are allowed in the Library building.
 - b) Use will be limited to a maximum of 40 people.

2. A reliable member of the group shall supervise the meeting and be responsible for turning off the lights, etc.
 - a) Building must be vacated by 8:30 PM.
 - b) The organization shall be responsible for damage to Library property.
 - c) The use is of interest to residents of Pleasant Valley and/or other Library users.
 - d) The meeting is intended to be educational, informational or supportive to the Library.
 - e) Use of the meeting room will not be restricted based on race, religion, creed, sexual orientation or political party.
 - f) There is no monetary profit to be realized by any person or organization other than the Library as a result of the use of the room.
 - g) No fee will be charged, but a donation will be gratefully accepted.

3. Approval by a majority of the trustees is required for any use which does not meet the above criteria.