

USE OF THE LIBRARY MEETING ROOM

Pleasant Valley Free Library is aware of the need for meeting space for local groups. Making such accommodations available to the public is a service which the Library renders under conditions set by the Library Board. *Permission to use the meeting room does not constitute an endorsement of a group's policies or beliefs nor will the library promote any events in the room unless they are a cosponsor.*

Space, staff limitations, and library schedules necessarily require regulatory measures, which affect the use of the meeting room. These rules may be modified for official library functions when deemed appropriate.

are allowed to sign up in increments of up to two hours. The room can also be used on a drop-in basis. Groups that intend to book the room on a monthly basis in perpetuity should have a conversation with the room coordinator regarding availability. Room bookings can be made by contacting pvlibraryroom@gmail.com or by using the room booking software.

The use of the meeting room will be assigned by the Library Director in priority order to render use of the facility for the benefit of the greatest number of patrons. Priority for the use of the meeting room will be given in the following order:

1. Library sponsored meetings or programs. (Meetings of the Library staff or programs in which Library staff or third parties hired by the Library make the presentations.)
2. Friends of the Library sponsored meetings or programs.
3. Non-profit organization sponsored meetings or programs.
4. Organizations engaged in educational, cultural, intellectual, civic, or charitable activities.
5. Other meetings or programs.

Use will be limited to a maximum of 40 people in Room A or 15 in Room J.

A designated member of the group shall supervise the meeting and be responsible for turning off the lights and assuring that the room is left clean and orderly.

Meeting room must be vacated by 10 minutes to closing.

The organization shall be responsible for any damage to personal and/or Library property.

No monetary profit shall be realized by any person or organization other than the Library as a result of the use of the room. No fee is charged for the use of the room, but donations are gratefully accepted.

Simultaneous use of Library meeting room by more than one group is not permitted.

The room must be kept free 30 minutes before and after a meeting.

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

A person or group denied permission to use the meeting room may appeal such denial at the next regularly scheduled meeting of the Board of Library Trustees. The appeal must be submitted in writing in advance of the board meeting.

The Library reserves the right to revoke permission to use library meeting rooms.

Neither the name nor the address of the Pleasant Valley Library may be used as the official address or headquarters of an individual or organization.