

Homer Public Library
Meeting Room Policy

The meeting room exists for use by community organizations that serve the Library's service area, for the library and its programs, and for other meetings that are open to the public. The Library Board or Library Director shall reserve the right to refuse scheduled meetings at the option of the Library Board or Library Director.

The person signing the application for permission to hold a meeting in the library shall be held responsible for conforming to the conditions set forth in this policy.

LIBRARY ENDORSEMENT

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or board.

PREFERENCE IN SCHEDULING

The library has first preference with regard to meeting room use and no restriction as to frequency of use.

Cost- Non-profit –None Profit groups-\$10.00 per meeting

FOOD, DRINK AND SMOKING

Food and drink are allowable in the meeting room; however, the cost of any necessary cleaning will be billed to the person who signed the application for permission to hold a meeting in the library

Smoking and vaping are absolutely prohibited under any circumstances.

RESPONSIBILITY

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library or transported to library property by any group or individual attending the meeting. Items to be displayed shall not be taped or tacked to walls or moldings.

All groups using the room must be under adequate adult supervision, with an adult in attendance at all times.

LIABILITY

The library board and staff do not assume any liability on groups or individuals attending a meeting in the library.

DUTIES OF SCHEDULED GROUPS

The scheduled group is responsible for setting up chairs, tables, furniture and/or library or non-library equipment prior to the meeting and for returning all library property to the designated location upon the termination of the meeting and before the library closes. The room must be vacated at least 15 minutes prior to closing of the building. The meeting room must be left in a clean and orderly condition-future use will be denied if this is not observed. The person signing the application for permission to hold a meeting in the library will be billed for any necessary repairs in the event of damage to library property.

A meeting may not be held beyond the hours for which the library is scheduled to be open for that day unless the group pays \$20.00 per hour for library personnel to be present.

COURTESY

Please remember the library is in use by patrons. On breaks, please be quiet and considerate of other patrons.

Please do not disturb any supplies in the room.

The library does not provide office supplies; a public copier is available for \$.15 a copy.

Please Note: Non-compliance of the rules will jeopardize future use of the room by your group.