

**Function Room Policy**  
**Meredith Public Library**  
*Effective February 13, 2008*

Who Can Use the Function Room

The library function room is available for free use by the following organizations:

- Non-profit or charitable groups
- School or youth organizations
- Branches of municipal government
- Individuals desiring to present matters of public interest
- Local groups including: patriotic, political, religious, service, and duly established charitable organizations.

Use of the function room does not indicate that the library advocates or endorses the function room users or their viewpoints. *The library does not allow for-profit groups to use the function room.*

Fees for Function Room

A fee of \$100.00 shall be required for all other uses unless waived by the trustees. The library reserves the right in all instances to charge an appropriate fee for custodial services outside of regular working hours or if additional cleaning is necessary.

Rules of Function Room

1. Reservations shall be made no more than one year in advance with no greater frequency than twice each month unless otherwise approved by Trustees.
2. The organization using the facility shall be responsible for providing police and fire protection as may be needed.
3. Arrangements must be made with the director if preparations are to be made earlier than the day of the event.
4. No decorations may be attached to the walls or ceilings in any manner whatsoever except by special permission of the library director.
5. There shall be no smoking on the premises.

*(continued on the back of this paper)*

6. The library reserves the right to book library-run programs as top priority and other parties second if the time is available.
7. The library reserves the right to shorten the length of time for a function if booked in order to accommodate a library-run program if a speaker cannot be arranged on another date or time of day.
8. The Meredith Public Library and the Library Board of Trustees requires that all groups with children under the age of eighteen using the function room provide adequate supervision at all times for the children in their care. *While the library is concerned with the safety of children in no way does Meredith Public Library and the Library Board of Trustees assume responsibility for providing supervision of programs nor do they assume any liability for injuries resulting from a failure to comply with these regulations.*
9. The function room may be used only during library hours of operation with the exception of the following groups: *The Bridge Club, Camera Club and Radio Club.*
10. Those using the function room must park on the street or in the Municipal Lot. Since library parking is very limited the library parking lot cannot be used. Please be sure to remind all function room participants of this fact. Exceptions to this rule apply to those with Handicap tags.
11. The function room must be left in a clean and orderly manner.
12. The suspension and/or alteration of these articles are at the discretion of the Board of Trustees.

I understand and agree to the above regulations. I understand that failure to comply with any of the above regulations can mean immediate removal of my group from the function room.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_