

MARSHALL COUNTY LIBRARY MEETING ROOM

AS A PUBLICLY SUPPORTED INSTITUTION, THE LIBRARY CANNOT AND DOES NOT SUPPORT OR ENDORSE THE PHILOSOPHY OR MISSION OF ANY GROUP (EXCEPT THE FRIENDS OF THE MARSHALL COUNTY PUBLIC LIBRARY AND THE MARSHALL COUNTY GENEALOGY SOCIETY) WHICH USES THE LIBRARY'S MEETING ROOM.

LIBRARY ACTIVITIES SHALL HAVE PRECEDENCE OVER THE USE OF THE ROOM FOR OTHER PURPOSES.

1. The use of the meeting room at any of the Marshall County Libraries is granted to community groups and organizations whose aims are intellectual, educational, cultural and/or for civic betterment. The rooms may NOT be used for meetings which are commercial, or which further an individual's goals. The only exception to selling restrictions is those functions sponsored by the Library or the Friends of the Library which have as their aim raising funds for the benefit of the Library.
2. The Library shall not be used to demonstrate political preference
3. The library's telephone number must not be listed as a contact number by any group using the meeting room. No library staff member may be listed as a contact in their capacity as library staff.
4. The meeting room cannot be reserved on a regular, on-going basis, by any group except the Friends of the Library. The meeting room cannot be reserved farther than 3 months in advance, except by the Friends of the Marshall County Library and the Marshall County Genealogy Society. This rule is intended to prevent the monopolizing of the meeting room by any one group to the exclusion of others in the community.
5. No event held in the meeting room can be loud enough to disturb the patrons or staff in other parts of the building. Any group violating this rule will be asked to leave and will not be allowed to use the room again.
6. No admission fee may be charged at any meeting.
7. Smoking is not permitted anywhere in the library buildings. Alcohol may not be served or consumed in any of the buildings.
8. The library is not responsible for any equipment, supplies, materials or other items owned by a community group and used by them in the library.
9. The users of the meeting room will be responsible for all the facilities being used, including kitchen, rest rooms, easel, DVD player, and television.
10. The users of the meeting room must remove from the premises any trash generated by their meeting. The library's outdoor trash receptacle is not large enough to accommodate it.
11. Any meeting or event that is not library related will be scheduled during library hours. All groups must vacate the building at the library's regular closing time. Library staff members will make sure that anyone in the meeting room leaves the building when the library closes. Library staff is not permitted to let anyone stay after hours. Sponsors of a group including children are responsible for remaining with those children until they are picked up by family members.

APPLICATION FOR USE OF MEETING ROOM

Organization Name _____

Purpose of Organization _____

Purpose of the meeting _____

Date of proposed meeting _____ From _____ o'clock to _____

Estimated attendance _____ Equipment needed _____

Name and address of person making reservation and responsible for observing above regulations:

Name _____

Telephone _____

Address _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

____ Request approved

____ Request denied

By _____ Signature _____ Date _____

Name

Title