

# Poynette Area Public Library

## Meeting Room Use Policy

- Groups must sign up to use the Meeting Room. A calendar will be maintained at the Circulation Desk for sign-up. First come, first served.
- The Meeting Room is only available during regular Library open hours. Groups must clean and vacate the Meeting Room at least 15 minutes before the Library closes. In the event that the Library closes due to inclement weather, the Meeting Room will not be available for use.
- The meeting Room can be requested for up to ten people.
- No one under the age of 18 may use the Meeting Room without an adult supervisor.
- The group will designate a person who will be responsible to make sure that the meeting room is left clean and for any damage that occurs during the course of their visit.
- No Solicitations! Groups may reserve the room for their meeting, but they cannot survey library patrons, hand out literature, post flyers, approach patrons, etc. in the public space of the library outside of the meeting room.
- Food and beverages are allowed. We will not supply any utensils, tableware, etc. We expect users to clean up after themselves. Remove trash bag and give to the librarian and put in a clean one. Wipe tables and vacuum up carpet. Supplies to clean the area are in a labeled cabinet. *Thanks!*
- Upon leaving the Meeting Room, the responsible individual must alert the Librarian on duty that they are leaving and wait for the Librarian to inspect the Meeting Room before leaving. (Librarian will lock doors securely after the meeting is over.)
- The Meeting Room will be locked at all times when not in use.
- Use of the Meeting Room does not imply library endorsement of the organizer or viewpoint.
  - \* Failure to abide by any of the terms in this policy will result in the loss of the privilege to use this Meeting Room.