

MEETING ROOM POLICIES

In scheduling the use of the library's meeting rooms, priority is given to city government functions and library-sponsored events/programs. If not already reserved, library-meeting rooms are available for public gatherings of a civic, cultural or educational nature. Meetings for commercial purposes (i.e. – the buying and selling of a commodity or service) and religious services or religious recruitment events do not fit the programming mission of the public library. The Library Board reserves the right to grant, deny or revoke permission to use any meeting room. *In rare circumstances, reservations already confirmed may be cancelled to allow use of a room for such purposes, when necessary.* Cancellations will be made in writing when time permits; otherwise cancellations will be made by phone. When in doubt, refer to the Director with any questions regarding the purpose of a requested reservation.

Requests for meeting room reservations should be made at the library in person, by phone, or via our Reservations tab on the menu bar of our website, vermillionpubliclibrary.org. At least 3 days notice is preferred, and all reservations are accepted on a first-come, first-serve basis. In general, reservations may not be made more than 90 days in advance unless. Any questions regarding the length or recurrence of reservations should be given to the Director.

Room use rules:

1. Facilities cannot be reserved or used when such activity conflicts with scheduled Library or city activities.
2. The group/individual requesting facility use **must** abide by the following:
 - a. Leave the room in the same clean condition in which it was found. Please return any tables and chairs to the arrangement in which they were found. Any damage, beyond normal wear of the facilities, is the responsibility of the renting group/individual. If necessary, ask the Circulation Staff for assistance.
 - b. Library facilities may not be reserved for any for-profit activities, with minor exceptions (private tutoring or other such lessons – permission is at the discretion of the Library Director).
 - c. Absolutely **no smoking** is allowed in the library building.
 - d. Use or consumption of alcoholic beverages or illegal drugs is prohibited on the premises and its parking areas.
 - e. Properly monitor facilities and parking lot areas for prohibited behavior.
 - f. Turn off all lights and secure the library's south door if the meeting in question extends beyond 9:00 p.m. (Kozak Community Room)
 - g. All meetings must conclude by 11:00 p.m. (Kozak Community Room)
 - h. Premises shall be vacated promptly on schedule, as others may be meeting after you.
 - i. Cancellations are requested *at least 24 hours prior* to reservation. In addition, failure to arrive within 15 minutes of a scheduled reservation time may result in cancellation.

When arriving to use the room, the requesting organization or individual should check in at the front desk. If room use rules are not followed, the Library staff reserve the right to refuse further reservations for the individual or organization.

The city assumes no liability for the action of any person or persons using the meeting rooms, or for any loss occasioned by such use of or any loss occasioned by the subsequent denial of any previously scheduled use of the room.