

## Taylor Meeting Room Public Policy & Form

1. The room and equipment of the Library will be made available for a small fee to entities which promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the library, use must be consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use the library. The board reserves the right to deny use of the Library to any group. It shall be within the discretion of the librarian to allow use of the library on Sundays.
2. Application for use of the Taylor Meeting Room is made through the Library office or our webpage at <http://www.guthriecenter.lib.ia.us>.
3. A fee of \$25.00 per use of the meeting/ICN room will be charged with a limit of 40 persons in attendance.
4. Library programs will be given priority in the reservation of rooms.
5. Programs may not disrupt the use of the Library by others. Persons attending the meetings are subject to all Library rules and regulations. No smoking or alcoholic beverages will be allowed in the Library. No cooking facilities are available but food may be served only in the meeting room.
6. Library facilities must be left in a clean and orderly condition. Users must pay the cost for repair of any damages to facilities. The Library will not be responsible for materials or equipment left in the building by users.
7. The Library reserves the right to revoke meeting room privileges at any time.
8. Granting of permission to use the Library facilities does not constitute an endorsement of the users by the Library Staff or Board.

(Updated 1/8/20)