

DEEP RIVER PUBLIC LIBRARY **Meeting Room Policy**

The Deep River Public Library Board of Directors will make the ground level meeting room of the Library available for meetings and activities of approved Deep River non-profit organizations, government agencies (officially affiliated with the town, county, state), cultural, non-profit, charitable, educational and political (as long as all political parties have equal access) at no charge, subject to the following provisions:

1. The use of the meeting room by any group or organization does not signify Library Board support or endorsement of the groups or ideas presented at the meetings.
2. Library programs and Library sponsored activities will be given priority in scheduling.
3. Non-profits must be registered with the Secretary of State as a 501 c 3, and forms must be presented to the Library.
4. For scheduling purposes, applications for the use of the meeting room shall be made with the Director at least 2 weeks in advance, using the form provided by the Library.
5. Applications must be reviewed and approved by the Director.
6. The Board of Directors reserves the right to revoke meeting privileges at any time.
7. The Town of Deep River and its agents are not responsible for any equipment, materials, or supplies brought to the premises.
8. Groups and individuals using the meeting room agree that the town of Deep River, its agents and/or employees will not be held liable for any claims incurred from use of the Library.
9. Attendance at functions held in the meeting room will be limited to 64 people.
10. A group must have a minimum of 6 people to reserve the meeting room.
11. Groups may use the meeting room once per month.
12. The meeting room may be booked ahead for 6 months only. After that a new application must be approved. The library has the right to deny, cancel or modify room reservations to the extent that they conflict with library programs or services.
13. The meeting room may only be used during Library hours. Groups using the meeting room will be responsible for the following:
 - o Proper supervision of attendees.
 - o Bringing their own audio visual equipment and furniture set up – some chairs and tables will be left out, others are available if needed. Please leave them in the same configuration that you found them.
 - o Trash removal.
 - o Covering and cleaning tables – must be covered for food and art projects. Groups must provide their own table cloths and tables should be cleaned after use.
 - o Absolutely nothing can be affixed to the walls in any way.
 - o Costs incurred for any damage to, or loss of, Library property.
 - o Vacuuming if needed. A vacuum is available at the Library, ask at the Circulation Desk.

There is absolutely no smoking or consumption of alcohol in the building per state statute. Use of candles and incense is prohibited. All meetings must be free and open to the public. In order that the meeting room remains a usable space for everyone, groups will be held financially accountable for any damage.