

XV. Meeting Room Policy (2019)

The Forest Lodge Public library is available as a meeting place for not-for-profit groups in the Library service area. This availability is limited to before or after normal library hours of operation. Library programming will always have first priority for use of space. The room may be reserved no more than ninety days in advance.

There will be no charge for use of the library and no admission may be charged by the group. Arrangements to open the library and to ensure its secure closure shall be made at the convenience of the Library Director or library staff.

Refreshments may be served if provided by the group and with the understanding that all foodstuffs shall be removed from the library at the meeting's conclusion. Smoking or vaping are not allowed. Alcohol may be served only with prior permission from the Library Director.

The group using the room shall leave it in neat, clean, and orderly condition; if not, the group/individual will be given written notice that any additional offense will result in denied access to the library space.

The Forest Lodge Library or its staff or Board are not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting. Library equipment, materials or supplies may only be used with the advance and express permission of the Forest Lodge Library.

The Forest Lodge Library, staff and Board assume no liability for groups or individuals meeting in the library.

Permission to meet at the library shall not constitute an endorsement of the group's policies or beliefs by the staff or Board of Trustees of the Forest Lodge Library.

Approved: Oct. 9, 2019

Board President: approved at Oct. 2019 FLL brd mtg
Judy Krueger

To be reviewed every three years.

Review dates: November, 2022