

Meeting Rooms

The meeting rooms at Reed Memorial Library are primarily for Library activities. Priority is given to events sponsored by the Library. This policy is for use of the Library meeting rooms by outside groups and does not apply to groups whose events are sponsored by the Library.

The Library does not discriminate in making its premises available for use. Use of the Library meeting rooms in no way constitutes endorsement by the Library staff or Board of Trustees of the viewpoints presented or of the policies or beliefs of those using the meeting rooms.

Eligibility

Non-profit groups may use the meeting rooms.

Businesses and commercial groups may use the meeting rooms but not as a place of business. Acceptable uses are for sales meetings, conferences and training sessions. The rooms may not be used for the sale or promotion of business products or services.

Rooms may not be used for social events such as birthday or graduation parties.

Availability

Rooms are available during library open hours when not needed for library programs. Meeting room speakers and participants will not be admitted before the library opens, and must leave before the library closes.

Reservations

Groups should submit a reservation request online at least three (3) days in advance of the event.

A group may use the meeting rooms a maximum of twelve (12) times per year.

Reservations will be accepted up to three (3) months in advance. Exceptions will be made for groups meeting monthly or at the discretion of the Public Services Supervisor or the Library Director.

Groups who cancel should provide at least 48 hours' notice. Groups who do not provide notice and do not use their reservation three (3) times in a rolling 12-month period will have their meeting room privileges revoked for six (6) months.

Room Set Up and Changes

Single rooms will be arranged in a predetermined set up. Groups are responsible for arranging the chairs, tables and other equipment to meet their own needs. Following use, groups must return the room to its original state. Diagrams are posted in the rooms.

There is no charge for the use of a single meeting room. Donations are accepted and welcome.

Publicity

All publicity about the meeting or event must clearly state that the Library is merely the site of the meeting or event and not its sponsor. The name, address or telephone number of the Library may not be used as the contact address for an organization. The Library assumes no responsibility for publicizing the events of groups using the rooms.

Other rules

- Groups using the rooms may not charge admission or require donations.
- Meetings and programs that might disturb regular Library operations are not permitted.
- A Library sponsored program may “bump” the community from use of the room. This would only be done after an attempt was made to offer an alternate location or date.
- No storage is available for groups using the meeting rooms. This includes leaving items overnight for consecutive meeting days.
- Decorating is not permitted. Only removable, paint-friendly items may be attached to the walls. (i.e. Post-It poster sheets)
- The Library’s parking spaces are available to anyone and may not be reserved exclusively for meeting attendees.
- Food and beverages are permitted but cooking facilities are not available. Open flames and candles are not permitted.
- Alcohol and smoking are not permitted on Library property.
- Youth groups must have at least one adult advisor present. Requests will only be accepted from an adult who will assume full responsibility.
- Animals are not permitted except those trained to aid persons with special needs or for Library sponsored programs.
- Gambling, bingo, casinos or wagering of any kind is prohibited.
- The Library may deny reservations to groups who do not abide by the rules.
- The Board of Trustees and the Library staff do not assume any liability for groups or individuals attending any meeting or program in the Library.
- Additional rules may be added for special circumstances or safety.
- While using the meeting rooms, attendees agree to abide by and assume for themselves and the organization, responsibility for the preservation of order in the meeting rooms and the liability for any injury to persons, and damages to, or loss of library property that may result from the room’s use.
- Meeting rooms may not be used for any illegal activity or activity that is prohibited by any Library policy.
- The number of meeting attendees cannot exceed the maximum occupancy for the room.