

## **Meeting Room Policy**

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The room is available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The room may be reserved no more than ninety days in advance.

It is understood that library programming will have first priority in room use.

There will be no charge for use of the meeting room.

No admission may be charged by the group.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.