

Conference Room Usage Policy

1. Any group or individual requesting use of the Library's Meeting Rooms, balconies, or display areas must sign a statement confirming they will adhere to the rules and regulations pertaining to use of the facilities.
2. A representative from each group using the library must be designated as the person responsible for coordinating the meeting or program and for assuring that the program/s end at a designated time.
3. The Pope Memorial Library meeting rooms may be used by local persons or organizations during the hours the Librarian is in the library.
4. Evening, weekend and holiday use of the meeting rooms may be scheduled for a nominal fee if the Library Director or an employee is available to open and close the library.
5. For local, non-profit organizations there will be no charge to use the library's facilities during regularly scheduled library hours.
6. All other persons or organizations will be charged \$5.00 per hour for daytime use of the facilities, and \$50.00 per hour for use outside of regularly scheduled library hours.
7. The number of people using the library meeting rooms at any one time will be limited to the amount of space available; 16 in the second floor conference room, 49 in the basement meeting room.
8. To reserve conference room space, there is a minimum of 4 attendees for the upstairs conference room and 10 attendees for the basement conference room.
9. Library programs will have first priority when scheduling meeting rooms.
10. Groups which schedule use of the library's facilities on a regular basis may meet at the library only with the understanding that a library program has absolute priority in scheduling. In the event of a schedule conflict, at least a week's notice will be given to the groups regularly scheduled.
11. Permission to use the library space does not constitute endorsement of the groups' philosophy or objectives by the library.
12. No smoking will be allowed in the library or anywhere on the grounds.
13. The library assumes no responsibility for the safety of any private property brought on the premises. Any damage to library property resulting from a meeting or program will be the responsibility of the organization or persons using the library. All library space is to be left in a neat and orderly condition.
14. No keys to the library will be given out to groups or individuals who wish to use the library's facilities.
15. The use of the library's facilities by any organization or persons must be approved by a majority of the Directors at the library.
16. The library reserves the right to alter these rules as deemed necessary by the Library Director in conjunction with the Board of Directors.