

## Maury Loontjens Memorial Library

### **Meeting Space Use and Reservation Policy 2025**

The Maury Loontjens Memorial Library strives to provide meeting space free of charge for the public to use. The use of the rooms must support the library's mission statement, which promotes the enrichment of users culturally, informationally, educationally, intellectually and recreationally. Community groups, non-profit organizations and educational groups as well as state and federal departments are encouraged to reserve designated meeting spaces as described in this policy.

- Groups of more than 2 are welcome to reserve designated meeting space (rooms closed off from public spaces) on a first-come, first-serve basis using the on-line reservation system-through the library website. Staff will assist with reservations in person or by phone. Public spaces cannot be used by groups of more than 2 people.
- Priority is given to groups making reservations, however arrangements can be made for conference calls, proctoring student exams or testing for no more than 4 hours.
- Reservations will be reviewed and approved by the Library Director or a designated staff member within 24 hours of making the reservation. The designated contact will be notified by email when a reservation has been confirmed or denied.
- Should a request be denied, the designated contact of the group may submit a letter of appeal to the Library Board for further consideration (email: [trustees@narlib.org](mailto:trustees@narlib.org)).
- Due to numerous requests for designated meeting space, continuing and repeated use of the meeting rooms by a single group or organization will be limited. A meeting space can be reserved once every 30 days, per group.

- The designated contact for the group is responsible for adhering to the Meeting Space and Reservation Policy, for the conduct of attendees as described in the Library Patron Rules of Conduct, for the cleanliness of the room, and for any damage to library property that may occur while using the room.
- Library space cannot be used to promote or sell goods and services (exceptions can be made for library-sponsored programs).
- The Library has priority over the use of all rooms. Staff may need to reschedule, cancel or change rooms as needed. Every effort will be made to uphold reservations as approved.
- No group or organization using library meeting space will discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
- The meeting spaces are available during the regular library hours and must end 15 minutes prior to closing time.
- The library provides chairs and tables. Room set-up and cleanup is the responsibility of the user group. All furniture must be returned to its original placement. Audio and visual equipment may be available for use with prior arrangements.
- Drinks are permitted in covered containers. Groups wishing to serve light refreshments must make arrangements with a staff member prior to the meeting.
- Open flames and candles, smoking and vaping, and consumption of marijuana or alcohol are prohibited on Library property.
- Failure to abide by the Library's Meeting Space Use and Reservation Policy can result in the loss of privileges.

**Approved April 21, 2025**