

# Meeting Space Policy

The Maury Loontjens Memorial Library strives to provide comfortable meeting space for non-commercial, cultural, informational, educational, intellectual and civic purposes.

The library offers a small Conference Room that can host meetings, workshops or trainings for organizations or community groups that do not charge for attendance. For more detailed information and a photo of the space, please go to [www.narlib.org](http://www.narlib.org). Library use takes priority. This room is not available for personal business, social or fundraising purposes. Use of the Small Conference Room does not constitute library endorsement of the viewpoints expressed by the programs or it's participants.

Please note: The Program Room/Quiet Study are for library sponsored events only.

## Policies for Use of Small Conference Room:

- Priority is given to groups, however arrangements can be made for conference calls, proctoring student exams or testing for a max. of 4 hours.
- To reserve the room, call or visit the Reference Desk to schedule a date and time. Prior to the meeting a designated contact will need to sign the policy agreement for using the space.
- The designated contact is responsible for adhering to the Meeting Space 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.
- The Small Conference Room is available during the regular library hours and must end 15 minutes prior to closing time.
- Meetings can be booked up to 30 days in advance. Regularly scheduled meetings (for example, every 1<sup>st</sup> Monday of the month) cannot be guaranteed.
- The library provides chairs and tables. Room set-up and clean-up is the responsibility of the user group. All furniture must be returned to its original placement. Other equipment may be available for use with prior arrangement and is dependent upon the availability of equipment and staff.
- Groups may serve light refreshments; drinks must be in covered containers.
- The library reserves the right to refuse the use of the Small Conference Room to any group should there be conflicts with the ordinary functions and activities of the library. Judgement is at the discretion of the Library Director.
- Failure to abide by the library's Meeting Space Use Policy can result in the loss of privileges for future use of the Small Conference Room.

**Approved by the Library Board of Trustees March 2017**