

Riverside Regional Library

Meeting Room Policy

Within the Riverside Regional Library, meeting rooms are made available to the general public for non-library sponsored events as a public service and as a mechanism for meeting our mission statement. The library's facilities are open to organizations engaged in educational, cultural, intellectual, or charitable activities, including partisan political or religious groups. The following guidelines govern the public use of library meeting rooms:

1. Application for use of a meeting room is made with the individual library or branch in advance of the meeting. An "Application for Use of Meeting Room" form must be completed by a representative of the organization before first use of the meeting room.
2. Meetings may not be held in public service areas without specific approval of the library director.
3. No fees, dues, or donations may be charged or solicited by the user for any program. All programs must be free and open to the public and not for specific commercial purposes— including groups such as private business boards and sales organizations. The only exception to the fee rule is in the case of paid registration necessary to cover formal institutes or a fee not to exceed the actual cost of the program and this must be specified in any publicity distributed.
4. Meeting rooms may not be used for private parties, wedding or baby showers, private receptions, or the like.
5. All library-sponsored programs will be given priority in room reservations.
6. Rooms will be assigned as requested on a space-available basis.
7. Notice of cancellation should be given the library twenty-four hours in advance. Failure to do so may result in loss of meeting room privileges.
8. Persons attending the meetings are subject to library rules and regulations regarding appropriate behavior. Programs may not disrupt the use of the library by others.
9. Library facilities must be left clean and in good order. **Failure to comply may result in loss of meeting room privileges.** Users must pay the cost of repair for any damages to facilities. The library assumes no responsibility for materials or equipment left in the building by users.
10. The library reserves the right to revoke meeting room privileges at any time.
11. Permission to use library facilities does not constitute an endorsement by the library staff or Board of any users or their beliefs.
12. Generally, no group or organization may use the meeting room more than twice a week. Exceptions may be granted. No more than two exceptions will be granted in any one year for any group without Board approval.
13. Organizations will be responsible for scheduling library-owned electronic equipment. Organizations using such equipment shall assume full responsibility for any damage to equipment while it is in their possession.

