

## Room Reservation Policy

The Library may be used for meetings by groups not affiliated with the Library provided that permission is obtained from the Library Director. All meetings by outside groups must be held during Library hours. The meetings must not interfere with the normal function of the Library. The Library bars use likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library building or collection.

Meeting rooms are not to be used by people or organizations that charge a fee to participate in the offered program or activity.

The Library reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, will require a police detail or for any other reasons that does follow this policy.