



RIDGWAY PUBLIC LIBRARY DISTRICT Meeting Room Policy

The Meeting Rooms of the Ridgway Public Library are available free of charge to nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities. Library sponsored programs will be given priority in the reservation of the meeting room.

Use of the Public Meeting Room does not constitute Library endorsement of the viewpoints expressed by the participants in the program. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the Library shall use the Library as its official address. Storage of goods by organizations using the Meeting Room will not be permitted.

Fees for the Use of Public Meeting Room

- Nonprofit organizations are exempt from usage fee
- Meeting Room Rental \$25.00 (per reserved use)
- If the Meeting Room has not been reserved, an individual with a valid Ridgway Public Library card or ID may *Check-out* the Meeting Room for one hour at no charge. \$25.00 fee for additional time.
- Groups using the Meeting Room are expected to leave it in the condition they found it. If it is necessary for Library staff to clean up following a meeting the individual, group, or organization renting the room will be charged **\$25.00**

Reservation of Public Meeting Room

Meeting Room space should be reserved in advance by completing the "Meeting Room Reservation Form" and submitting the necessary fees. Reservation form must be completed and received at least twenty-four (24) hours in advance of the meeting or program. The person signing the "Meeting Room Reservation Form" or *Checking-out* the room will be held responsible for all fees and damages. The Library requests notification of any canceled meetings or programs twenty-four (24) hours prior to the scheduled meeting.

Additional Rules and Regulations

- Attendance at a meeting may not exceed 25 (the maximum number of people certified by the Fire Department as the occupancy limit for the room).
- Any use of the meeting room which disrupts the normal operations of the Library will not be permitted.
- Smoking is not permitted anywhere in the Library
- Simple refreshments (coffee, cookies, etc.) may be served at meetings. The Library does *not* provide cups, paper goods, tea and coffee etc.
- Alcohol is not permitted.
- If a meeting is outside of library hours, a meeting room key may be checked out the business day prior to the meeting.

Damages and Liability

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting room. Any individual, group or organization using the meeting room shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending the program.

Any individual, group, or organization holding a meeting in the Library must fully release and discharge the Ridgway Public Library Board, its officers, and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of or in connection with the meeting. The key must be returned by the next business day after the meeting.

Denial of Meeting Room Privileges

Failure to abide by the Library's Meeting Room Policy and rules of conduct may result in the cancellation of a scheduled meeting or the refusal of future reservations.

MEETING ROOM RESERVATION:

Name of Organization _____

Date of Program: _____

Hours Requested: _____ to _____

Expected Attendance: _____ (Library provides seating for up to 20)

I have read the Meeting Room Policy and accept the responsibilities stated therein.

Applicant's Signature _____ Date _____

Applicant's Name (please print) _____

Address: _____

Telephone: _____

Ridgway Library Card # or Driver's License # _____

To be completed by Ridgway Library staff:

Fee collected

Initial _____

Date _____

Adopted 3/14/2024