

CEDAR MILL COMMUNITY LIBRARY ASSOCIATION

Meeting Room use policy Adopted by CMCLA Board of Directors 6/20/95

Revised June 19, 2001, January 18, 2005

The Cedar Mill Community Library Association, in the interest of building a better, more connected community, offers their meeting rooms by reservation for non-profit community groups as available.

The library meeting rooms may also be made available for land use review meetings that are organized by developers and/or their consultants. Payment of \$100 is required for this type of use.

The Meeting Room is available to all non-profit community groups on a first-come, first-served basis, provided that all meetings are open to the public. In the interest of making the meeting room available for the largest number of groups, no more than 1 reservation per group per month will be allowed. Library Association supported events take precedence over other uses of the meeting room.

Permission to use the Meeting Room will be granted through an adult representative of the group requesting a reservation. The representative will execute the "Meeting Room Revocable Use Permit" acknowledgement of responsibility. This individual will be responsible for knowing and following the regulations for the use of the room and equipment.

Reservations may be made in-person at the Library or by telephone if the group already has a "Permit" on file. Reservations may be made up to six months in advance. Maximum attendance at any meeting shall not exceed the posted limits established by the local fire authority. Maximum occupancy for the full meeting room is 76. If divided, the smaller section is 32 and the larger section is 44.

The group's adult representative will report to the Circulation Desk upon arrival, will remain in the room throughout the meeting, and will make sure that the room is left in good order at the conclusion of the meeting. Tables and chairs must be returned to their original location. The group assumes full responsibility for any damage to the meeting space.

No admission may be charged or collection taken except to benefit the Cedar Mill Community Library Association.

All meetings must adjourn 15 minutes before closing in order that all participants will be out of the Library before closing. If a meeting must run past normal operating hours, prior approval by the library director should be arranged.

Children must be directly supervised by adult participants and must remain in the Meeting Room throughout the meeting.

Alcoholic beverages and smoking are strictly prohibited at all times in all areas of the building. A receptacle is provided for minor trash and garbage. Refreshments and use of library audiovisual equipment is allowed only with prior permission.

Any group that violates the rules or instructions for the use of the Meeting Room or creates a disturbance of any kind, may be barred from future use of the room.

The Library retains the right to use the Meeting Room for its own purposes at any time and will give reasonable notice if it is ever necessary to cancel or change a reservation.