



# Ogden Farmers' LIBRARY

## MEETING ROOM USE POLICY

### Purpose

The library meeting room is primarily intended for library use. Outside non-profit groups may use the meeting room. Priority is given first to the Town of Ogden, and then local organizations.

### Application for Use

- Applications to use the room are available at the library and online at [www.ogdenlibrary.com](http://www.ogdenlibrary.com). Applicants will be contacted to inform them of room availability.
- The person signing the application must be at least 18 years old and assumes responsibility on behalf of the group or organization.
- Groups may make requests no more than 90 days in advance of the date they would like to reserve.
- Long term, regularly scheduled use of the room is granted at the discretion of the Director. If granted, the organization must still submit an application at the beginning each year.
- The Library has the right to supersede a previous reservation of the room by an outside group for a library program.
- Applicant is responsible for informing the library as soon as possible if they must cancel.

### Room Use

- Events in the meeting room must be open to the general public and may not charge a fee for attendance.
- Permission to use the room for non-library functions in no way constitutes the library's endorsement of the group or its activities.
- The meeting room may not be used for religious services, sales promotion, social meetings or for the benefit of private individuals or commercial concerns engaged in marketing. Political meetings are acceptable at the discretion of the director for the discussion of issues but not for campaign purposes, party caucuses, and the like.



- The meeting room is only available when the library is open. Meetings must be finished and the room vacant by 15 minutes before closing time. Set-up and clean-up times must be during the reserved time slot. After-hours usage is limited to library functions.
- Use of the room must not disrupt library operations.
- Open flames are not permitted.
- The library is not responsible for articles left in the building.
- Light refreshments may be served.
- Smoking is not permitted anywhere on the library premises..
- Alcoholic beverages may not be consumed on the premises.

#### Responsibilities

- Groups must leave the room in the condition they find it. The group using the room is responsible for setting up and taking down the equipment, including tables and chairs. Adequate time should be reserved by the group to accomplish both of these tasks. Tables should be taken down and placed against the outside wall, and chairs returned to the storage closet.
- Basic cleaning supplies, including a vacuum, are available on request.
- Groups that do not clean up after themselves may be charged a reasonable clean-up fee and/or be denied future use of the room.
- Failure to adhere to these guidelines may result in loss of future room usage.

Adopted by the Ogden Farmers' Library Board of Trustees  
11/17/2016