

MEETING ROOM POLICY

Candor Free Library is committed to free public discourse and exchange of ideas, consistent with the First Amendment of the United States Constitution. The Library provides access to the Mary Lou Memorial meeting room as a resource for the use by the community for programs of an educational, philanthropic, cultural, recreational or civic nature that serve the needs of the community.

Permission to use the meeting room does not include or imply Candor Free Library's endorsement of the program. The Library Director reserves the right to deny use of the meeting room should such use not conform to library policies.

Reserving use of the meeting room is on a first come, first served basis and the room may be reserved up to 3 months in advance. However, Candor Free Library and its programs will be given first priority in scheduling room use, and the Library reserves the right to cancel reservations with two week notice.

The meeting room is for use by adults and youth groups with adult supervision (over the age of 18 years). Meeting room space is booked with Library Staff. The library reserves the right to limit the frequency with which a group uses the facilities.

The meeting room shall not be used for private, for-profit, entrepreneurial or commercial purposes. Organizations may not do fundraising or charge a fee for attending the program. Exceptions to this include fund raising to benefit the Library and/or sponsored by the Library or the Friends of the Library, and the sale of books, media and other items by authors or artists as part of a Library program.

Meetings and programs must not be disruptive to Candor Free Library patrons or staff, or the general order of the community.

There is no charge for meeting room use. Individuals and organizations using the room are responsible for setting it up for their program and cleaning it up when they are done. Simple snacks may be served. Alcohol is not allowed. The Library is a smoke-free space.

Use of the meeting room does not imply the library's endorsement of the organization's beliefs or activities. Organizations may not imply that an event or meeting is sponsored, co-sponsored or endorsed by the library in any advertising or publicity. Except as a designation of location, the name of the library may not be used in any publicity related to the use of meeting rooms, nor may the library's telephone number be placed on any publicity.

Eligible groups may apply for use of the Candor Free Library meeting room at the Circulation Desk

Failure to comply with Library policies, rules and regulations may result in the denial of future use. Flagrant violation or disruption will result in immediate request to vacate.

RULES AND REGULATIONS:

1. No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees.
2. Rooms may not be engaged for profit-making, commercial or fund-raising purposes. No promotional materials to solicit business may be distributed at meetings.
3. Sale of merchandise is forbidden, except by performers at library-sponsored events with pre-approval to sell sound recordings, DVDs and books related to their performance.
4. Candor Free Library will not provide AV equipment, AV operators, tools or supplies.
5. If a group serves refreshments, they are responsible for any clean up following the meeting.
6. No alcoholic beverages and no smoking, including e-cigarettes and vaporizers.
7. Room is for use by either adults or youth groups with adult supervision (over the age of 18).

RESPONSIBILITIES OF GROUPS/ORGANIZATIONS USING MEETING SPACE:

1. Room set up and clean-up will be done by those persons reserving the room.
2. Room must be left in a neat and clean condition.
3. All furniture and other items must be returned to their original location.
4. Payment for loss or damage to library property, including extra time spent by library staff to restore room to original condition, will be billed to the organization and group member designated on the Meeting Room Agreement Form (Attachment A).
5. Any group violating these guidelines may lose use of the Candor Free Library meeting room indefinitely.

PROCEDURE FOR RESERVING MEETING ROOM SPACE:

1. Eligible groups may apply for use of the Library meeting room at the Circulation Desk not more than 3 months ahead of the date specified.
2. An adult member of the requesting organization must fill out and sign a Meeting Room Agreement Form (Attachment A) in person. Once on file, the organization's representative may reserve a room by phone.
3. The Meeting Room Agreement Form (Attachment A) will be filed in the Meeting Room binder, found at the Circulation Desk.
4. Once the requested date is confirmed, it will be entered in the Meeting Room calendar.
5. Group representative may pick up the meeting room key from the circulation desk up to three days before their reserved use. Key should be returned to the circulation desk or, after hours, in the book drop at the end of the meeting.