

Name of Group: \_\_\_\_\_



**HURON**  
PUBLIC LIBRARY

*Inspiring Generations with Books and More*

# MEETING ROOM GUIDELINES

The meeting rooms of the Huron Public Library may be used by groups from the community when the rooms are not being used for Library activities. Library programs are the first priority for the rooms. Provision of space does not constitute an endorsement by the Library of any group or its activities. Meeting rooms are available on a weekly, ongoing basis only during regular Library operating hours on a first come, first served basis.

## Rules and Regulations:

- Reservations must be made by a Library supervisor. Reservations can only be made within 90 days of the date needed. The room will not be available 30 minutes after opening and before closing.
- The person booking the room must be at least 18 years old.
- At the reservation, staff should be notified of set-up specifications. Groups are responsible for set up, tear down, and cleaning.
- Rooms must be vacated at the arranged meeting time end.
- Meetings may not be used to promote or sell commercial products or services.
- Attendance fees for meetings are not permitted.
- Groups must observe the following room capacity limits: Room A (60) / Room B (25)
- Children should not be left unattended in rooms.
- The Library is not able to provide storage space for groups.
- No walk-ins or same day reservations.
- Library has the right to adjust or cancel reservations based on the needs of the Library.

## Cancellation Policy:

- 24 hour notice is required for meeting cancellations. Continued cancellations without notification may result in loss of privileges.

## Responsible of the Group:

- Prohibited in rooms: alcoholic beverages, illegal drugs, smoking, vaping, red/purple/blue soft drinks, candles
- Groups are responsible for paying for lost or damaged Library property.
- Groups must leave the room in the condition it was in before use. This includes wiping down dirty tables with supplied cleaning products, placing trash in receptacles, stacking chairs, folding tables, and informing staff if the room needs vacuumed.
- Table covers must be used for any meeting involving food or crafts that may cause damage to tables.
- No Library equipment may leave the building.
- The Library will supply markers for the white walls if necessary. Colored walls must not be written on.
- Do not put any kind of tape on the floors or walls.
- The kitchen is locked unless requested and approved by Library. If approved, groups must leave the kitchen as is- all food or drink in the kitchen are Library property and used for programming purposes.

Failure to comply with these rules may result in suspension of the right to use the rooms.

By signing below, I acknowledge that I have read the rules governing the use of the Huron Public Library's meeting rooms and hereby agree to all terms and conditions. I release the Huron Public Library from all liability arising out of the use of Library property.

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Continue to backside for more information.

