

# HORTONVILLE PUBLIC LIBRARY

## MEETING ROOM POLICY

The Hortonville Public Library will use the following policy in regards to library meeting room use.

1. The meeting room is available for use for all community members regardless of beliefs or affiliations, in keeping with the mission of the Hortonville Public Library.
2. Use of the meeting room will only be permitted during regular library hours.
3. Meeting room availability is on a first come, first served basis.
4. Meeting room reservations cannot exceed 4 hours per daily reservation.
5. Reservations must be made with library staff.
6. Reservations may not be made more than sixty (60) days in advance.
7. Users may not have more than three (3) reservations made in advance.
8. Regular daily meetings cannot be permitted, although users may find space within the remaining library facilities.
9. Meeting room users may not charge any fees from meeting attendees.
10. Users agree to uphold all requirements of the library relating to the use of the facilities and accept responsibility for any and all damages caused to the room beyond general wear and tear noted prior to room use.
11. The Hortonville Public Library does not assume liability for individuals using the meeting room or any items brought into the meeting room by any group or individual using the room.
12. It is understood that library programming will have priority use of the meeting room.

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

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

Updated: April 2018  
Approved: July 2018