

## **Ashbrook Meeting Room Policy**

Use of the meeting room is free of charge during the hours the library is open. After hours fee will be \$25.00.

The meeting room can be used by non-profit organizations only. Groups and/or individuals scheduling the library meeting room are required to state the purpose of the meeting and fill out an application. Reservations for the meeting room must be made at the library a minimum of 24 hours prior to room usage. The librarian and/or library board will make final approval of application.

Coffee and light refreshments are permitted. The library will not provide for this. Users of the meeting room are expected to clean up after the event.

No purely social functions, i.e. parties, showers, etc. will be permitted.

The library will not provide personnel to assist in handling of exhibits and other materials needed by groups using the meeting room.

Any meetings, which would be disruptive to the use of the library, are prohibited.

Neither the name nor the address of the library may be used as the official address or headquarters of any organization. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.

The meeting room may not be used as a place of worship.

Groups are required to re-apply in January for regularly scheduled meetings. Generally groups are limited to one regularly scheduled meeting per month. Requests for more frequent use by a group will be considered upon receipt of application. On occasion, groups with frequent long-term use may be asked to use the Reference Room.

Revised February 2006