



## Meeting Room Policy

The library meeting room is available for use by members of the public in accordance with the policy below. This includes individuals, community organizations, and businesses. Any questions regarding the following policy may be referred to the Library Director.

### REQUIREMENTS FOR USE OF MEETING ROOM

1. Programs that charge a fee for attendance/admission or request donations are prohibited.
2. Use of the library meeting room does not constitute library endorsement of the philosophies, practices, or viewpoints of the meeting participants.
3. Individuals or groups using the meeting room must use and clearly display the following statement in all publicity for their event: "This event does not occur in partnership with and is not endorsed by the Grand Forks Public Library."
4. All meetings must comply with the Grand Forks Public Library Code of Conduct (available at [gflibrary.com](http://gflibrary.com))

### ROOM AVAILABILITY

1. Amenities for meeting room include:
  - a. Tables
  - b. Chairs
  - c. Computer with USB port
  - d. Television Monitor with HDMI accessibility
  - e. Wireless Internet
2. Meeting rooms are only available during library open hours.
3. The setup/take down of meeting room is the responsibility of the user; the room must be returned to the original arrangement and be vacated 15 minutes before closing time. Groups are responsible for their own supplies and should not ask library staff to setup or provide needed supplies.

### BOOKING MEETING ROOM

1. Reservations may be made by phone or in person and are scheduled on a first-come, first-served basis.
2. Reservations require name, phone number, email address, and statement of purpose for reservation.
3. You must include set-up and tear down time in your reservation, due to the fact that there may be back-to-back meetings.
4. Reservations may be made up to three months in advance and no more than 6 reservations by the same party may be made in the three month time period.
5. Payment must be made for the room prior to set up and may be made at the Information Service Desk.
6. Cancellations must be made 7 days in advance.

### FEES FOR DAILY MEETING ROOM USE

1. \$20 for up to 4 hours of use
2. \$40 for over 4 hours of use
3. Anyone with an outstanding reservation fee will not be allowed to reserve the room until the previous fee has been paid.

4. ***Any group which fails to leave the room in a satisfactory condition, or damages the premises, will be billed for the cost of damages.***

If an organization or individual does not comply with the Meeting Room Policy, Library staff reserves the right to cancel any existing reservation or deny use in the future.

Approved by the Library Board 5/17/2017; 2/20/2019; 12/16/2020