

- xv) Nothing may be affixed or mounted in any way to the walls or furniture of any room.
- xvi) Groups must vacate rooms by the originally scheduled time to allow for use by other groups.
- xvii) Rooms are available for use between the hours of 6:00 a.m. and 10:00 p.m. any day of the week except as designated by the Library Board (i.e. city holidays may not be available).
- xviii) Groups using the rooms during nonpublic hours are responsible for opening, closing and locking the Library. Keys may be checked out up to 24 hours in advance of the scheduled event only by the authorized contact person during regular library hours and must be returned in person or in the book drop within 24 hours of the meeting's conclusion. Any group responsible for losing a Library key will be charged the entire cost for rekeying the entire library.

xix) Services

- (1) Subject to availability, some audio/visual equipment may be used by outside groups.
- (2) Wireless Internet is available for use.
- (3) Library staff is not available to assist in carrying in supplies or materials for meetings.
- (4) The Library will not receive nonemergency calls or take messages for individuals attending events in the library.

xx) Rights and Exclusions:

- (1) The Library retains the right to deny space to any user whose planned use of the space does not comply with this policy or whose past use has violated the rules listed herein. Those parties who do not comply with this policy may be immediately removed from the room and/or Library property.
  - (2) The Library Director is responsible for the administration of this policy.
  - (3) The Library is not responsible for theft of or damage to items brought onto library property.
  - (4) The Library shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of any organization using library facilities.
  - (5) The Library will not provide storage for any purpose or group other than its own without advance permission of the Library Director or Library Board.
- xxi) These policies may be updated at any regular or special Library Board meeting.
- xxii) Any group or individual that has been denied permission to use Library facilities may appeal in writing to the Library Board of Trustees. The Library reserves the right to cancel room reservations for operational purposes