

Neligh Public Library

Meeting Room Use Policy

The meeting room is a public space offered to the community by the Neligh Public Library. When not in use by the library for programs, library-related events or meetings, the meeting room will be made available for **FREE** to all generally recognized civic and educational organizations.

Groups using the meeting room are to be held accountable for the condition of the facility during their occupancy. A list of **Rules of Use** is posted in the meeting room.

Library equipment, such as a TV, DVD/VCR, laptop computer and/or LCD projector will be available for use to the person or group using the meeting room. Equipment should be checked out according to the library's Equipment and Loan policies. Use of the library's public computers is prohibited unless during regular library operating hours.

The restrooms and the small kitchen area may be used by any person/group using the meeting room.

Federal law prohibits smoking in public buildings. No tobacco, alcohol or any illegal substance will be allowed within the Neligh Public Library. Smoking is prohibited within 25 feet of the building's entrances.

All organizations/persons will be charged for damage to the facility and/or its contents during their occupancy. The charge will be assessed based on replacement or repair value. Organizations or businesses wishing to use the meeting room for financial gain will be assessed a fee of NOT LESS than 5% of the total money collected or contracted while using the meeting room. Library sponsored programs are exempt from any financial requirements.