

Meeting Room Policy

The Rising City Community Library (RCCL) meeting room is intended to provide a space for programs that are either sponsored by RCCL or initiated by the public for cultural, educational, informational, recreational or civic reasons.

Library-sponsored activities shall always take precedence in scheduling meeting room use.

Non-library groups shall be treated as equitably as possible for scheduling purposes within the availability of the meeting room.

The meeting room is available for use by Reading Township clubs, organizations, committees, individuals and businesses. Exceptions may be made for near-by townships on a case by case basis, and a minimal fee may be charged.

A free-will donation for the use of the meeting room is encouraged but not required.

The Director shall determine whether a meeting's purpose falls within library policy. This decision may be appealed to the Rising City Community Library Board of Directors and will be scheduled at the next scheduled meeting.

6 foot and 8 foot meeting tables and folding chairs are available for use at no charge.

No activity will be permitted which would, in any manner, be potentially destructive to library property or potentially disruptive to the function of the library.

Furnishings may not be removed from the meeting area without permission of the Director.

Nothing may be attached to or removed from walls, ceiling or floor except by special permission of the Director.

Open flames (candles, matches, etc.) are not permitted in the meeting rooms.

Groups may use library commodities such as coffee, sugar, napkins, etc. if prior arrangements are made. Free-will donations for coffee and condiments is encouraged, but may not be required.

Set-up and clean-up is the responsibility of the group and must be done during the reserved time.

The room must be returned to its original set-up unless prior permission is given. The contact person is responsible for any damage incurred by members of the group.

Tobacco products are not allowed in the library building. Alcohol must have explicit written permission at the Library Director's discretion.

Groups using the library facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any library property, furnishings, and/or equipment occurring as a result of their group's use of library property.

Use must be confined to the activity for which the facilities are requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use.

Organizations may bring their own equipment into the building. If the equipment is resource intensive, prior authorization from the Director must be made.

Groups that meet while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

The library reserves the right to revoke meeting room privileges for any group it feels has not met the conditions stated in this policy.

No meeting room reservation will be considered final until the library has reviewed the written application.

The form should contain complete information about the nature and specific content of the program.

The library reserves the right to turn down incomplete applications and programs that are unsuitable or not in keeping with the policies of the library.

Misuse of library property will result in immediate suspension of privileges to hold further meetings in the library.

The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies, beliefs, or activities by the library or its staff or board.

The library is not responsible for items left in the building.

No storage facilities are available for meeting room users.

The library is not responsible for equipment, supplies, or any other materials owned by the organizations and used in the library. All items brought into the building must be removed immediately after the meeting.

The library reserves the right to cancel a reservation when necessary as a result of conflicts with library activities or when it appears to be in the best interest of the library.

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