**MEETING SPACE POLICY**

The Sullivan County Public Library provides meeting room spaces free of charge as a service to our community with the exceptions as stated in this policy.

* Rooms are only available during Library hours of operation.
* Reservations must be made by an adult who represents the organization reserving the room.
* In addition to handling room reservations, the contact person is responsible for reporting attendance and maintaining an open line of communication between the Library and the organization.
* Outside organizations who utilize meeting spaces may not use them for profit-making purposes and no admittance fees may be charged. The meeting spaces may not be used to sell products or services or to recruit potential customers or partners.
* Organizations (profit or not-for-profit) may sponsor informational or educational programs, however no payment or order for goods or services may be accepted on Library premises.
* By making meeting spaces available, the Library does not advocate or endorse the viewpoints of a particular group, a meeting, or ideas presented at a meeting held in its facilities.
* Kitchen facilities are available at certain Library locations.
* A screen, projector, laptop, and WiFi are available to use on request.
* Insofar as possible, Library staff will arrange the space according to the needs of the group. Users are responsible for leaving the space in a neat and orderly condition.
* Cancellation of the meeting reservation is requested 24 hours in advance.
* Failure to follow any of the above guidelines may result in possible loss of future meeting space privileges.

AGREEMENT: I, the undersigned, individually and on behalf of the organization making application for meeting space use, do agree to abide by this policy and its regulations.

 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_