

USE OF LIBRARY FACILITIES POLICY

Permission for use of the facility may be obtained through the Library Director.

Meeting Room Policy

The primary purpose of the library meeting rooms is in support of library functions, meetings, and programs. A meeting room may be made available for use by civic organizations or local businesses not affiliated with the Centralia Regional Library District only when all of the following conditions are met:

1. The organization conducting the meeting is not doing so for the immediate gain of a for-profit business or agency.
2. Educational seminars or staff training meetings may be held by a local business or agency if approved by the Director.
3. The meeting must take place during regular library hours unless specific arrangements have been made with the Director.
4. The meeting may not disrupt the ability of the library to conduct business in a normal and orderly manner.
5. The reservation for the meeting room is made by a resident of the library’s jurisdictional area who is a member of the requesting organization and who will be present at the meeting.
6. Applicant must be 18 years or older.
7. The organization assumes all responsibility for set-up and clean-up of the meeting room.
8. In order to allow versatility of use, no organization should apply for use of the room more than once a month.
9. Kitchen use available with a refundable deposit of \$50 made at the time of reservation.

Rules: No alcoholic beverages, illegal drugs or tobacco products. No gambling. No disruptive behavior. No personal functions. No red punch.

Name of Organization	Date of Use
Name of Applicant (please print)	Time of Use
Address of Applicant	Phone
Signature of Applicant	Date

Approved By: _____ Name	_____ Position
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