

# **CARTHAGE FREE LIBRARY**

## **COMMUNITY ROOM POLICY**

The Community Room is available to individuals or organized groups in the library service area. Exceptions may be made by the Library Board if the Board deems extenuation circumstances are involved.

Meeting room use will be available to groups that support the mission of the library to be determined by the Board of Trustees. However, this does not constitute the library's endorsement of any group's policies or beliefs.

The room may be reserved no more than 90 days in advance.

It is understood that library programming will have first priority for room use.

There is no fee for a free event, otherwise there will be a \$40 charge for half day use (up to 4 hours) or \$80 for full day use (up to 8 hours).

Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the room shall leave it in a neat, clean and orderly condition. If not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups of individuals attending a meeting in the library.