

Hartford City Public Library

Meeting Room Policy

The guidelines for the use of the Becky Musser Meeting Room are as follows:

- The room is only available during normal library hours.
- The individual or group reserving the room needs to fill out a meeting room application listing the specific date and time (and range) of their request. The designated contact person will be asked to present photo ID.
- Reservations may be made up to 6 months in advance.
- There is no fee to reserve the meeting room.
- All events that take place in the meeting room must be free of charge; no money may be exchanged prior to or during an event. Endorsement or sale of a service or product is not allowed, except those that support the library.
 - Publicity prepared by an organization concerning meetings (news releases, brochures, flyers, etc) must carry the name and phone number of the sponsoring organization. The library cannot be identified as a sponsor, nor may the library's telephone number be used as a contact number for the organization.
 - Drinks and food are allowed in the meeting room and kitchenette. Alcohol is prohibited. Groups must provide their own paper products, utensils, and condiments.
- The library must be notified of cancellations; after two "no shows" will result in the requirement of a \$20 deposit that will be refunded when the reserving party shows.
- The meeting room must be cleaned and returned to the original setup or else a \$20 fee will be billed to the individual or group who reserved the room.

The library reserves the right to change, cancel, or revoke reservations. If the library does have to change, cancel, or revoke a reservation, the Library Director will attempt to reserve an alternative date for the altered reservation. The library does not endorse or promote any meeting room group, nor its policies or beliefs.

This policy was adopted on the 17th day of May, 2017, by the Board of Trustees of the Hartford City Public Library.