## Meeting Room Policy and Procedure

The Highwood Public Library regards the availability and use of its Meeting Room as an integral part of its service to the community. The Library makes its Meeting Room available for meetings and programs conducted by nonprofit groups on subjects of educational, civic or cultural interest. The Meeting Room is available free of charge to nonprofit groups on an equitable first come, first-served basis regardless of the beliefs or affiliations of individuals or groups requesting their use.  The room can only be used for scheduled programs and will be locked otherwise. *There will be a coverage fee of $45.00 per hour if meeting room will be used prior to or after library regular hours of operation*.

All meetings and classes must be open to the public, free, and for the purpose of educational, civic, or cultural programming or public information.

Priority for use of the meeting room is given to Library-sponsored programs:
- Library activities
- Activities jointly sponsored by the Library with other organizations
- Nonprofit organizations engaged in activities consistent with the Library's mission to help community residents meet their educational, personal, recreational and professional needs
- Educational, civic, cultural, and public information events sponsored by community organizations and groups
- Town hall meetings of elected representatives of local, state, and national government
- Meetings and training programs of local governmental bodies

The Meeting Room may not be reserved for:
- Private social gatherings
- Religious services or proselytizing functions
- Private or political fundraising or money-making purposes by groups other than Library-related organizations
- Political meetings of a partisan nature

The Library Director makes the final decisions regarding eligibility.

The Meeting Room is available for use on approval of written application.  Please note that submitting an application DOES NOT guarantee approval or use of the room.  Library personnel will do everything possible to facilitate the application process, but no event will go on the calendar until a completed application form is approved and on file. Applications can be found at the circulation desk.

**Other Terms**
- Reservations for use of Meeting Rooms are accepted up to two months in advance.
- The person reserving the room must be at least 18 years of age.
- No admission fee may be charged for any meeting. No collection may be taken before, during or after  the meeting. No organization may use the Meeting Room if a registration or tuition charge is required of  those attending.

Amended March 2022

- Authors and performers who are invited or permitted to appear at the Library and wish to sell books, tapes, compact disks or other materials may do so, subject to prior permission of the Library Director, provided they have agreed beforehand upon a specified percentage of all sale proceeds to be donated to the Library.
- Use of the Library's audiovisual equipment by outside groups is permitted with advance approval.
- Refreshments may be served and shall be provided by the group. No smoking is allowed.
- The fact that a group is permitted to use the Meeting Room does not in any way constitute an endorsement of the group's policies or beliefs by the Library.
- Program publicity is the applicant's responsibility. Non-library groups and individuals are not to use the Library's address and phone number as their own. Advance approval by the Program Coordinator or Library Director is required for any publicity or any items that will be distributed at a meeting at which the public is in attendance.
- For meetings of minors, applicant must agree to have an authorized adult representative in attendance who shall supervise all persons upon the premises to ensure that the event is conducted in a safe and orderly manner and that no one engages in unlawful or improper conduct. Library Director reserves the right to waive this requirement.
- All use of the meeting rooms must be in compliance with the Library Conduct Policy and the Unattended Child Policy. Room must be left neat and in good order, with all trash bagged for removal. If not, the group/individual will be given notice that continued offense will result in denied access to the meeting room. The applicant is liable for any damage done to the premises, its furnishings or equipment.
- In case of emergency building closure, the program will be cancelled, and the applicant will be offered the opportunity to reschedule.
- The Library Director is authorized to determine the appropriate use of the Meeting Room. In case of denial of use, appeal may be made in writing to the Library Board of Trustees. The decision of the Board of Trustees will be final.
- The Board of Trustees reserves the right to cancel or suspend any meeting held by a group or organization that violates these rules and regulations, or for any other reason.

**Financial Responsibility, Waiver of Negligence and Indemnifications**
Any person, group or organization sponsoring use of the Meeting Room must assume financial liability for any damage incurred during its use. *A memorandum of understanding (MOU) will be established to included responsibilities and expectations for room usage*.
The Highwood Public Library, its employees and Trustees, assume no responsibility whatever for personal injury or damage to personal property in connection with a program; and the organization agrees that the Highwood Library is expressly released and discharged from any and all liability for negligence or tort causing any loss, injury or damage to persons or property which may be sustained during or by reason of a program held on the Library's premises; and the person, group or organization agrees to indemnify the Library and hold it harmless against all loss, including attorney's fees.

*If you wish to reserve the public Meeting Room, please complete the application form found at the front desk. You will be advised as to whether your request has been approved as soon as possible.*