

## **Meeting Room Use Policy**

Approved by the Board of Trustees April 14, 2010

In order to support the cultural, educational, and recreational enrichment of the community, the Pittsburg Public Library has two rooms available for use by community groups during normal library operating hours. The rooms may be used by any group that is engaged in educational, cultural, intellectual, or charitable activities. In addition, Pittsburg businesses may reserve either room for internal employee training.

Those using the library's meeting room are subject to the rules set forth in the Library Code of Conduct, and must agree to abide by these policies and guidelines.

Library programs, meetings and events hold priority. The Pittsburg Public Library has the right to preempt any reservation for a Library event, or to relocate a group to a different meeting room.

Groups are responsible for setting up chairs and tables in the meeting rooms and restoring the area to its original condition before leaving the building.

No fee, admission charge, or donation is permitted for entrance to any event. A fee may be charged to cover the actual cost of materials and/or supplies used during meetings or workshops, but no products or services may be advertised, solicited or sold in library meeting rooms. However, fund-raising and sales may be allowed at library sponsored or cosponsored events.

All activities must be open to the public, except those held by businesses exclusively for their personnel.

Rooms must be reserved. Either room may be scheduled, in person or by phone, as early as three months or as late as 24 hours in advance of need, subject to availability. Groups wishing to schedule consecutive weekly/monthly meetings are limited to three reservations at a time. Meeting room users must place the name and phone number of a contact person on file with the library when the reservation is made.

The Pittsburg Public Library opens at 9:00 a.m. Groups or persons may not enter the building until 9:00 a.m. All events must be held during the Library's regular business hours.

A responsible adult, age 18 or older, must be in attendance whenever minors are present. The Library assumes no responsibility for personal belongings of persons attending meetings or for injuries incurred during non-library meetings. No open flames are allowed in the library.

The Library phone number may not be listed as contact for meetings/events. The front desk will not take phone calls or messages for persons using the meeting room, except in the case of an emergency.

The Library Board of Trustees makes the final decision on room usage.