

MEETING ROOM

- A. The Ocean Shores Library provides the use of the Meeting Room as a community service, available on equal terms for lawful activities of all groups, regardless of their beliefs or affiliations.**
- B. Meetings shall be open to the public free of charge.**
- C. Reservations are required for Meeting Room use. The Meeting Room is available during regularly scheduled library hours and arrangements may be made with the library staff for before or after hours use.**
- D. Booking priority is given to uses by the Library, Friends of the Library and City functions. After that, bookings are made on a first come, first serve basis. If a scheduled room is needed for Library or City purposes, every attempt will be made to provide advance notice to the group whose reservations are cancelled.**
- E. Fee schedule:**
 - No fees are charged for the use of the Meeting Room**
 - A \$50 refundable cleaning/damage deposit is required for groups planning to serve refreshments.**
 - A \$50 refundable key deposit is charged groups using the Meeting Room before or after library hours.**
- F. Meeting Room Rules:**
 - i. A Meeting Room application form must be filled out and all applicable fees paid prior to the use of the Meeting Room.**
 - ii. All meetings must be open to the public for civic, cultural, educational or informational purposes.**
 - iii. While the meeting room may be used for occasional commercial endeavors, at the discretion of the Library Director, it is not for extensive commercial use.**
 - iv. The Meeting Room shall not be used for illegal purposes.**

- v. Admission fees may be charged for the use of the Meeting Room.**
- vi. Smoking, alcoholic beverages, drugs and other controlled substances are prohibited.**
- vii. Refreshments may be served provided the group takes full responsibility for the provision and clean-up of such refreshments and the \$50 refundable fee has been paid.**
- viii. Nailing, stapling or taping of signs or other materials to the walls or woodwork is prohibited.**
- ix. The Library will not provide storage to any group for any purpose, except the Friends of the Library.**
- x. The Meeting Room must be left in an orderly and clean condition. Furniture must be returned to its original position, chairs restacked, Library equipment cleaned, etc.**
- xi. Neither the name nor the address of the Ocean Shores Library may be used as the official address or headquarters of an organization.**
- xii. It shall not be stated or implied in any way that the Ocean Shores Library is a sponsor of a non-library event.**
- xiii. A responsible adult must be present during all activities or persons 17 years of age or under.**
- xiv. Children attending meetings with adults must remain under their supervision at all times. The Library cannot provide supervision for children.**
- xv. Groups using the meeting room after hours must have a responsible person pick up the key during regular library hours. The key must be returned as soon as the library reopens. The key may not be put in the bookdrop.**
- xvi. The Library is not responsible for theft or damage to property brought onto library property.**

- xvii. Groups/individuals must provide their own supplies, such as paper, pencils, markers, etc.**
- xviii. Failure to observe these regulations may result in loss of Meeting Room privileges.**
- xix. The Director of the Library may deny permission to use the Meeting Room to any individual or group who violates these regulations. The Board of Trustees shall hear appeals when submitted in writing.**

Approved 20 March 2003
Reviewed 15 March 2007
Revised 20 March 2008
Reviewed 19 March 2009
Revised 19 November 2009

