PS 1.51 Meeting Rooms

PS 1.51a Purpose

The primary purpose of the library's meeting rooms is to provide a space for library and library-related activities. The needs of the library and the Friends of the Marysville Public Library will take precedence. The library reserves the right to cancel or reschedule any meeting.

PS 1.51b Acceptable Use

The library meeting rooms are available for use by educational, cultural, civic, social, political, religious, professional, or other non-profit organizations, or to persons volunteering as tutors as part of a non-profit program. Businesses may use the meeting rooms for training or other purposes as long as no commercial activity transpires. Meeting rooms are not available to non-library groups or individuals for the promotion or sales of services or products, fundraising, soliciting, or conducting classes for profit. No admission or attendance charge or required donation may be assessed by any non-library group using a meeting room. Groups using the meeting rooms shall vacate the room by closing time of the library.

PS 1.51c Selling of merchandise

The library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs. The library will grant this permission either to reduce the cost of the program to the library or to raise funds for the Friends of the Marysville Public Library. Likewise, a library-sponsored program may have a registration charge to defray or reduce the cost of the program to the library.

PS 1.51d Availability

Library meeting rooms are available during regular library business hours only. They will not be available when the library is closed due to bad weather, holidays, or other emergency conditions.

PS 1.51e Reservations

A meeting room may be reserved up to three months in advance of the meeting date. Groups cannot book continuous, numerous, daily, or weekly meetings. The Director or his or her designee must approve all reservations. A representative of the group should complete a *Meeting Room Request Form* online or make a phone reservation prior to the meeting date. The time requested should include setup and breakdown time. The requester must be an adult and will be held responsible for the orderly conduct of the group, and in the event of any damage to library property and/or equipment that individual will be liable.

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PS 1.51f Fees
The library charges no fees for use of the meeting rooms, however, payment shall be made for any damage to, or loss of, library property. A $25.00 fee for janitorial service will be assessed if the room is not left in the condition it was found.

PS 1.51g Food and Refreshments
Refreshments may be served, but are restricted to the meeting rooms and are not permitted in other parts of the library except during library-sponsored events. There are no kitchen facilities and cooking on the premises is prohibited. Smoking and alcoholic beverages are prohibited. A group serving refreshments is responsible for providing all serving utensils and for cleaning up following its meeting.

PS 1.51h Furniture and Equipment
Groups are responsible for arranging the chairs, tables, and other equipment to meet their own needs and leaving the room in the order in which it is found, vacuuming if necessary and putting trash in appropriate receptacles. Library materials or equipment stored in the area should not be moved.

PS 1.51i Legal Maximum
Meeting Room A has a legal maximum of 143 or 50 with a table & chairs arrangement. Meeting Room B has a legal maximum of 49 or 25 with a table & chairs arrangement.

PS 1.51j Liability
The library makes no endorsement, express or implied, of any non-library event or activity held in the meeting room. Publicity of such events must include a disclaimer to this effect. The Board and the library staff do not assume any liability for groups or individuals attending any meeting or program in the library.

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