

Pine River Public Library District

Public Room Use Policy

These rooms are for individual, non-profit, government, and community use. The rooms shall be available for use on an equal opportunity basis. Library events will have first priority. Granting of permission to use Library facilities does not constitute an endorsement by the Library Staff or Board of Trustees of the user, organization, or the content of the meeting/program.

All activities conducted in public use rooms shall be done in accordance with all applicable laws, including copyright and licensing laws.

The Library reserves the right to cancel any reservation. The Library is not responsible for any items left in public rooms. Failure to follow Library policy and procedure will result in revocation of Public Room privileges.

Community Rooms:

1. The Community Rooms are available free of charge to non-profit community groups and organizations for meetings, workshops, seminars, and programs open to the public. For a fee the Community Rooms are also available for private purposes. Fees are posted in the Public Rooms Use Agreement available at the library or on the library website. Payment is due upon reservation. All public meetings must be open to the public and posted as such.
2. If using the Community Rooms, groups must read and agree to the terms of the Public Rooms Use Agreement available at the library or on the library website. The individual who signs the form is responsible for any damages, cleaning, or re-keying (should keys be lost).
3. Use of the Community Rooms may be scheduled up to three months in advance. A group which regularly uses a space should not assume that the space will be automatically reserved for them.
4. Groups may not charge fees, collect dues, or offer items for sale.
5. Neither the name nor the address of the Library may be used as the official address or headquarters of any organization other than the Library.
6. Vaping, or the possession, use, or consumption of alcoholic beverages, illegal drugs, and tobacco products is not permitted.
7. No unattended children.
8. Groups may reserve the room for up to a total of 20 meetings in one calendar year.

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Study Rooms:

1. Individuals may reserve up to two weeks in advance. For full details see Public Rooms Use Agreement available at the library or on the library website.
2. There is no fee for using the Library's study rooms.
3. Study rooms should not be used as a regular substitute for work space.

Exceptions to the policy may be made with approval by the Library Director.

Submitted to the Board of Trustees by Brenda Marshall: April 2022

Approved: May 2022