

## Springport Free Library Meeting Room Policy

March, 2025

1. The meeting room is available without charge to civic, educational and cultural groups. Donations are accepted.
2. All use of the meeting room must be of a non-profit nature and open to the public.
3. The room is not available for religious, political or partisan purposes, or for the benefit of private individuals or commercial concerns.
4. The meeting room is available for reservations during regular library hours and must not interfere with library activities.
5. Groups using the room may not charge a fee or take up a collection. Exceptions must be requested from the Board of Trustees.
6. The library name and address may not be used as the official name, address, or headquarters of any organization using the meeting room.
7. Children's groups must have adult supervision.
8. The library does not provide personnel to assist in handling exhibits or other materials needed by groups using the meeting room.
9. The library is not responsible for equipment, supplies, materials or other items...
10. Refreshments may be brought in and served.
11. Each group is responsible for cleaning up the area after use. Groups that fail to clean will be notified that a second offense will result in being denied use of the meeting room.
12. There is a "garbage in-garbage out" policy. All trash must be removed from the library property.
13. There will be no smoking.
14. Disorderly conduct will result in being denied use of the meeting room
15. Reservations are made on a first come first serve basis with the library director.