

EASTON LIBRARY POLICY

Use of the Community Room

The meeting room is available to local groups of an educational or cultural nature, subject to the following regulations:

1. The meeting room is available for programs open to the public without charge. Donations to help defray operating and maintenance expenses are always appreciated.
2. The room is not available for the benefit of private individuals or profit-making organizations. The exception would be for library fund-raising events. The librarian will review possible exceptions with the Board of Trustees and the Board reserves the right to exercise its discretion in accepting an application.
3. Smoking is not allowed and alcoholic beverages are prohibited on the premises.
4. Booking will be on a first-come, first-serve basis. Library programs will be given priority in reserving the room.
5. Meetings will be held during regular library hours and the room will be vacated before the closing hour of the library unless prior arrangements are made.
6. A program may not disrupt the use of the library by others. Persons attending meetings are subject to all library rules and regulations.
7. The facilities will be left clean and in good order. The organization using the room will be responsible for any damage to library property.

Granting permission to use library facilities does not constitute an endorsement by the Board of Trustees or the library staff of the users or their beliefs.

The library reserves the right to revoke meeting room privilege.

Adopted on June 26, 1995
Revised Aug. 7, 1995
Easton Library Board of Trustees

Lois R. Squire
Secretary