

MacDonald Public Library Community Rooms Policy

Adopted: August 1989

Revised: June 2010, March 2014, February 2019, September 2019, April 2024

Next scheduled review: April 2026

Guidelines

- Library facilities may be used for activities not sponsored or administered by the MacDonald Public Library when those activities are educational, cultural, or community betterment in purpose.
- Library and Library-sponsored or co-sponsored programs have priority in the use of all Library facilities.
- Library facilities are available to non-profit and for-profit organizations for meetings and programs but are not to be used for business development, sales or commercial activities.
- Library facilities are not available for social events such as showers, birthday parties, weddings and receptions, or private receptions.
- A projector is available in the large meeting room.
- The Library will not discriminate in the use of its facilities based upon race, religion, color, creed, national origin, gender or other criteria prohibited by law.
- Permitting use of Library facilities does not constitute endorsement by the Library of the organization or individual, the goals, objectives or activities of the organization, or the content of any communications made by the organization or individual.
- Facilities are available during open Library hours; prior approval is requested for use of the facilities after hours and there is a \$50/hour charge.
- The user shall be responsible for any and all clean-up and damages. The meeting rooms must be left in good condition; participants are responsible for setting up and putting away items in accordance with Library requirements. Failure to leave the room in good condition may result in the individual or organization no longer being permitted to use the meeting rooms.
- Minors may not reserve a room, nor can they serve as sponsors.
- Cancellations without 24-hour notice or failure to show for a reserved room may result in the suspension of a group's meeting privileges as determined by the Library Director.

Meeting room activities must not disrupt normal Library operations and use. Persons attending the activity are subject to all Library rules and regulations concerning behavior in the building.

Requirements for Room Reservations

Requests for the use of the community rooms must be made two days in advance, but no more than 90 days ahead of the requested time. Requests can be made by phone but [an application must be filled out by the requesting party](#) (in person, online, or faxed) before permission is granted. Requests must be made for each date; applications may not cover multiple dates. Applications may be rejected and previously granted permission may be withdrawn for violation of Library rules or conduct inconsistent with Library rules and regulations.

Room reservation requests shall be approved by the Library Director or an appointed designee(s).