

SAMPSON-CLINTON PUBLIC LIBRARY SYSTEM

MEETING ROOM POLICY

Public libraries have traditionally provided free meeting space for the members of their community to encourage free expression and free access to ideas presenting all points of view on subjects of all kinds. The Sampson-Clinton Public Library supports this concept and endorses the American Library Association Bill of Rights which states: "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

- Application for use of a meeting room is made through the library office.
- Meeting rooms may be used anytime during the service hours of the library. Meetings may not be held in public service areas.
- The meeting room is not intended as an individual study room; its use is limited to minimum of three or more users.
- No fees, dues, or donations may be charged or solicited by the user for any program. All programs must be free and open to the public.
- Library programs will be given priority in the reservation of rooms.
- Rooms will be assigned as requested, if space is available. Because the library encourages use of the rooms by many groups, meeting rooms may not be booked more than thirty days in advance and may be used no more than once a week on a continuing basis.
- Notice to cancel must be given to the library office in advance. Failure to do so may result in loss of meeting room privileges.
- Programs may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations. Persons who bring children to meetings must assume responsibility for the behavior of their children.
- Library facilities must be left in a clean and orderly condition. Users must pay the cost for repair of any damages to facilities. The library will not be responsible for materials or equipment left in the building by users.
- The library reserves the right to revoke meeting room privileges at any time.
- Granting of permission to use library facilities does not constitute an endorsement of the users or their beliefs by the library staff or Library Board.

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