

## **Meeting Room Policy**

The meeting room is available in the Library primarily to support library programs and functions, which further the goals of the Library. When not being used by the Library, the meeting room is available to existing non-profit groups based in Weld County.

Except for library and library-related programs, groups may not use the meeting room as a site for regularly scheduled meetings. Limited series of weekly or daily meetings for educational purposes or events may be scheduled at the discretion of the Director.

The meeting room may be reserved up to 30 days in advance. Rules and procedures for use of the meeting room are established by the Board and are reviewed annually. A copy of the rules and procedures will be provided with the application for meeting room use. A completed and signed application must be returned to the Director within two business days or the reservation may be subject to cancellation.

Groups using the meeting room are required to set up the meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. Groups are responsible for any damage that occurs while using the room. Availability of equipment cannot be guaranteed, and meeting planners are encouraged to provide their own equipment. The Library cannot supply consumable supplies (pens. Paper, etc.).

Use of the meeting room does not imply endorsement, support, or co-sponsorship of the activities that take place in the meeting room. Groups failing to comply with any part of the policy or the established procedures will be denied further use of the meeting room. A staff member may be present at any time during the meeting.

Glenn A. Jones M.D. Memorial Library

400 S. Parish Ave.

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