

Madison County Public Libraries

Meeting Room Policy

The Library Meeting Room is available for the use of educational, cultural, civic, and governmental, recreational, political, and other community groups for public meetings. Businesses located in the county may also use the facility for educational purposes for their employees.

Use of the facilities in no way constitutes an endorsement by the Library of any group's activities or beliefs. The Library shall not discriminate in providing space on the basis of race, religion, age, gender, national origin, or handicapping condition.

NO ADMISSION CHARGES: All events must be free and open to the general public. Exceptions may be donations or registration fees for events sponsored by a non-profit educational group for classes, workshops, discussion groups, or forums. An added exception to this policy is when a privately paid practitioner is fulfilling a service for a county agency. Smart Start and DSS may offer or suggest services that benefit Madison County residents. Any other income generated by an event must be donated to the library or Friends of the Library.

Programs, meetings, and exhibits may not disrupt the use of the library by others. Persons attending the meeting are subject to all library rules and regulations. Excessive noise or disorderly conduct will be sufficient cause for denying use of the library facilities in the future. Persons who bring children to meetings must assume responsibility for the behavior of their children.

All advertisements for events must clearly indicate the sponsoring organization and in no way imply the event is sponsored by the library. The Library Board is the final authority in any dispute regarding these policies that cannot be negotiated by the Director. Any promotion or publicity of meetings or events to be held in the library must include the name of the person and/or sponsoring organization and a telephone number interested parties may call for further information.

ROOM ARRANGEMENTS: Library staff are not responsible for arranging seating and tables. The group may come early and rearrange seating to meet their needs. Library staff will assist in setting up audiovisual equipment and providing brief instruction.

The use of food and non-alcoholic beverages are allowed, and a kitchenette facility is provided. The kitchenette and all facilities used by the group must be left clean, all food items must be removed, electrical equipment must be turned off, and furnishings and equipment must be cleaned and returned to their original location. Failure to adhere to these regulations may result in loss of future kitchenette and/or meeting room privilege. Carpet stains due to food and beverages must be removed by a professional cleaning service with the group/organization having booked the room paying the carpet cleaning fee. No tobacco products are permitted in the meeting room or any other part of the library.

BOOKING RESERVATIONS: Booking of the meeting rooms shall be on a first-come, first served basis with the room booking made directly with the library staff. Reservations are requested to be made at least (3) working days in advance and cannot be made more than (3) months in advance of the meeting date.

- Bookings of two consecutive days are not permitted.

- No booking is made to an individual (groups only).

- A written reservation form must be filled out at least 3 working days prior to a meeting date. A request may be taken by phone but will be held for only 48 hours. If no form is filled out in person during the 48 hours time period, the request becomes void for use of the room for the date specified.

The library reserves the right to cancel the reservation of any organization/group.