

Meeting Room Policy

The Havana Public Library District has one meeting room with seating for 16 people. The primary purpose of this meeting room is the support of library functions, meetings, and programs.

The meeting room cannot be used for:

- For-profit business such as product sales or promotions
- Political events such as advocating for or against a particular candidate or ballot issue
- Worship Services
- Programs not suitable for the facilities of the Library

Qualifying organizations not affiliated with the Havana Public Library District may use the meeting room only when all of the following conditions are met:

- The meeting takes place during regular library hours.
- The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
- The meeting is open to the public. No admission fees may be charged.
- The reservation for the meeting room is made by a resident of the library's jurisdictional area.
- The \$10 refundable meeting room deposit is made at the time of the reservation with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting.
- The organization assumes all responsibility for set up and clean-up.

Patrons are subject to the Havana Public Library District's Disruptive Patron Policy and Unattended Children Policy. Library Staff will interrupt the meeting if rules are not being followed.

Approved by the Havana Public Library District Board, February 9, 2017