

## Meeting Room Policy

The Havana Public Library District has two meeting rooms—a small room with possible seating for 15 and a larger room with possible seating for 30 people. The primary purpose of this meeting room is the support of library functions, meetings, and programs.

The meeting room cannot be used for programs not suitable for the facilities of the Library

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.
- A 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 deposit rates are as follows: \$20 for up to 6 people, \$50 for over 6 people. The deposit will be returned only after a thorough inspection of the meeting space is made by library staff.
- The organization assumes all responsibility for set-up, clean-up and damages.

Patrons are subject to all Havana Public Library District policies. Library Staff will interrupt and/or terminate the meeting if rules are not being followed.

*Approved by the Havana Public Library District Board of Trustees, August 9, 2018*