



MEETING ROOM USE

Use of meeting rooms is limited to library programming and use by local individuals and non-profit organizations as approved by the Library Director. The library expressly prohibits use of the meeting rooms for the following purposes: persons buying, selling, advertising, or trading products or services (except in support of the library), political rallies or meetings, religious services or instruction, personal or family events.

The following rules and regulations will govern use of meeting rooms:

- Meeting rooms are available during library hours of operation and must be vacated 30 minutes prior to the library closing time.
- Meeting room use is limited to 4 hours at a time.
- Meeting rooms can be reserved online via the library's website. Meeting rooms may be reserved up to 3 months in advance and may be used for up to 3 times within a 2 week time period. Continuation of regularly scheduled meetings will be granted at the discretion of the Director.
- Those wishing to use a room or with a room reservation should check in at the Circulation or Reference desk.
- Patrons not present within 15 minutes of their reservation start time will forfeit use of the room. The library reserves the right to cancel any reservation and limit the frequency of use of study and meeting rooms due to high demand.
- Occupant quantity may not exceed the posted room capacity.
- If the room is to be used by minors, a request must be made by an adult who will attend the meeting and be responsible for the conduct of those present.
- Activities sponsored or co-sponsored by the library shall take preference in the use of the room.
- Light refreshments are permitted. The user is responsible for all supplies, preparation, and cleanup. The user is responsible for setting up chairs, tables, furniture, and equipment prior to the meeting and for returning all library property to the designated storage location upon termination of the meeting. The user will not use displays, decorations, or additional furniture that will be destructive to the premises. The room must be left in a clean and orderly condition. Future use may be denied if this is not observed.
- Smoking, gambling, raffles, lotteries, the use of alcoholic beverages and drugs, and the use of open flames are forbidden.
- Groups must comply with the safety regulation, state laws, and building regulations.
- Cost of damages to the building, furnishings, and equipment beyond normal wear must be paid by the group scheduled at the time of use. The township will be reimbursed for any damage to the premises, building, or equipment.
- The user may not assign, transfer, sublet, or charge a fee to others for the use of the room.
- Permission to use the community room does not imply Georgetown Library or Township endorsement of the goals, policies, or activities of any group or organization. Groups may not publicize their activities in such a way as to imply library sponsorship.
- These regulations may be altered or added to at the discretion of the Township Board.

The Township and /or its agents assume no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups using the facilities. The Township and/or its agents are indemnified against all liability to persons or property on the premises. The user holds the Township harmless of any and all fines, forfeitures, and penalties arising out of violation of the law.

Users must also agree to leave the room and equipment in the same condition it was in prior to use. Extra custodial costs or costs of damages incurred by the applicant's use will be charged to the applicant and may result in denial of future requests for use.