

Gutekunst Public Library Meeting room Policy

The Gutekunst Public Library welcomes public use of its meeting rooms and Fireside room in keeping with the Library's mission, "The heart of the community, satisfying lifelong curiosity."

The Meeting room policy establishes rules and procedures for the use of the Library's facilities. Priority and permission for use of the meeting rooms is given by, and at the sole discretion of the Library Director or the Library Board of Trustees and will be available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Meeting rooms are available on a first come, first served basis. Priority will be given to Library or Friends of the Library functions.

Use of the Library's meeting rooms does not constitute Library or City of State Center endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

All activities held in the meeting rooms must be open to everyone. No admission fee, registration fee, or donations may be sought from meeting attendees, except by local nonprofit educational, social service, or cultural organizations with the specific permission of the library director.

The use of the Library's meeting rooms by an outside organization or individual is limited to not more than three (3) times in any three (3) month period and no more than two consecutive days by the same individual or group. Exceptions can be made at the discretion of the Library Director or the Library Board of Trustees.

Civic groups, non-profit organizations, senior citizens groups and churches will be required to sign the rental contract and pay the deposit but will not be charged rental fees. All other organizations will be charged according to the signed rental contract.

Users will be required to clean up after their meeting and will be responsible for any missing items or damage to the building or its contents during their reserved date.

The person requesting the use of the meeting rooms must be at least 21 years of age or older. A photo ID may be required.

A projector screen is available upon request. Audio/visual equipment is available for use for an additional \$50 deposit.

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