

## Meeting Room Policy

The Board of Trustees is aware of the need for accommodations to be used by various groups and committees. Making available a meeting room is an additional service which the library may render to the citizens of our community. The Board of Trustees of the Kling Memorial Library invites groups to use the room in accordance with the following rules:

1. All meetings must be free and open to the public. No sales or solicitations. The Library reserves the right to allow sales conducted by the Kling Memorial Library Foundation, the Friends of the Library, the Library itself, and the City of Grundy Center.
2. Library programs and events have the first priority for use of the room.
3. Forums and informational meetings for potential elected officials are allowed, but no attendees names, addresses, email addresses, or other personal information may be gathered at the time of the meeting. No handbills, campaign literature, or other items intended to solicit votes may be distributed at the meeting. Fundraising of any kind is expressly prohibited.
4. Attendance of meetings is to be limited to not more than 50 persons.
5. Meetings must be held during library hours unless specific arrangements have been made.
6. Reservations for use of the meeting room must include the name of the group or organization, a person responsible for the group including an address and telephone number, meeting time and number of persons expected. Reservations may be made at anytime but is contingent on the availability of the room based on the date and time requested.
7. Smoking is absolutely not allowed, nor may any alcohol or controlled substances be used on the premises.
8. Use of materials on the walls, or decorations without specific approval of the library director is prohibited.
9. The person who signs the reservation form accepts responsibility for any damages or costs to repair or clean the room. The library reserves the right to assess a \$25.00 cleaning charge if the room needs to be cleaned after your group's use.
10. The library does not endorse any group's policies or beliefs
11. All children must be supervised by an adult.
12. Groups are responsible for their own set up and take down of chairs and tables.
13. The library director is authorized to deny permission to use the library meeting room to any individual who violates these regulations.

Signature on the reverse sign of this form indicates acceptance of these rules.

Approved and adopted: May 8, 2003

Revised and adopted: October 20, 2005

Revised and adopted: December 13, 2007

Revised and adopted: May 9, 2013

Revised and adopted: October 11, 2018

Reviewed and adopted: September 9, 2021

**Kling Memorial Library**  
**Application for Use of Library Meeting Room**

I have read the library policies listed on the reverse side of this form and agree that our group will follow and be bound by these policies. My signature on this form indicates that we will comply with these rules.

Name of Organization: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Start Time of Meeting: \_\_\_\_\_

End Time of Meeting: \_\_\_\_\_ Size of Group: \_\_\_\_\_

Number of Tables Needed: \_\_\_\_\_ Number of Chairs Needed: \_\_\_\_\_

Will you be serving refreshments? \_\_\_\_\_ (You must provide your own utensils and equipment)

I also understand by my signature below that the Library Board of Trustees or the City of Grundy Center or its employees are not responsible for accidents, injury or loss of property while using the meeting room.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_