

## **Meeting Room Policy**

Approved November 2023

The Valley City Barnes County Public Library welcomes public use of the Mary E. Fischer Room (aka Multi-purpose Room) by community groups, individuals, and organizations whose aims are educational, civic, charitable, or cultural and within the library service area. The purpose of any group using a library meeting area shall be for non-profit means only. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

1. Library sponsored activities are given priority scheduling in any meeting area.
2. Events may only be scheduled during the normal working hours of the library and with the consent of the Library Director.
3. There will be no charge for non-profit organizations-- a donation to the library is welcome. No admission may be charged by the meeting room user(s).
4. The rooms may be reserved no more than ninety (90) days in advance.
5. The rooms may not be used for rummage sales or other for-profit means.
6. Use of alcoholic beverages or tobacco products are not permitted in the library.
7. The user(s) is/are required to leave the facilities in neat, clean, orderly condition, and will assume responsibility for any damage or loss of the property or equipment incurred while using any meeting room.
8. The director is authorized to deny permission to use the library meeting rooms to any group due to scheduling issues, that does not meet criteria set forth in this document, that has previously violated the intention of the meeting spaces in some way, or that has previously damaged library materials/equipment.
9. The fact that a group is permitted to meet at the VCBC Public Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library Board.
10. The Library Board and staff do not assume liability for groups or individuals attending a meeting in the library. The library is not responsible for any loss/damage of equipment, supplies, materials, clothing, or other items brought to the library by any groups or individual attending a meeting in the library.
11. As a public building, the library does not guarantee privacy for any event.

12. The library does not provide storage space for any person, group, or organization.

### **Displays and Exhibits Policy**

As an informational and cultural institution, the VCBC Public Library welcomes displays of interest, information, and enlightenment to the community. Displays of historical material, community events, community resources, or any other material deemed of general interest may be exhibited.

The Library Director shall accept or reject material offered for display based on its suitability and appeal for the members of the community.

The library assumes no responsibility for the distribution of such materials and does not claim to support the ideas or events displayed in them.

Areas available to the public for displays include: the community bulletin board, the stairway landing area, and tables in the main area. The library will not be responsible for returning materials.

### **Public Notice Bulletin Board Policy**

Bulletin Boards within the library proper are specifically for library use, so only library-related signs, posters, or notices will be posted. In the lobby, a bulletin board is provided for posting activities and events of interest to the community sponsored by non-profit community groups. The bulletin board is not intended as a public forum or for items of a personal or commercial nature. All notices will require a date to determine when they should be removed. No material will be posted for more than 30 days. The library will post materials appropriate to the bulletin board's purpose on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting the posting. Permitting the posting of any notices shall not be considered endorsement of the activities being promoted or the group organizing them by the Valley City Barnes County Public Library.