

THE SHERMAN LIBRARY

MULTIPURPOSE MEETING ROOM POLICY

The Sherman Library provides meeting space as part of the library's basic services and makes space available to the community for educational, cultural, intellectual and civic activities.

The Multipurpose Room is primarily for library use. When available it may be used by non-profit Sherman organizations during library hours by reservation or drop-in basis. This facility is a board/conference/study room that can seat two to twelve people around a large table. The room is suitable for small groups and quiet activities. There are electrical outlets, Wi-Fi and telephone.

Reservation request forms are available at the library or on the library website.

The Library Director shall review each application according to the following guidelines:

- The activity should be for the educational, cultural and/or civic betterment of the community.
- The room is not available to non-residents or for-profit organizations at this time.
- No admission or registration fee may be charged, and no services or products may be sold.
- Rentals are not permitted for the purpose of promoting a business, for any sales, or solicitation of business.
- The room may not be used for private social functions (birthday parties, receptions, reunions, etc.).
- The activity shall not be for purposes of conducting religious observances.
- The activity shall not be disruptive to the library.

Those using the Multipurpose Room must agree and adhere to the following:

Permission to use the facility does not constitute an endorsement of the group's policies or beliefs by the Sherman Library. Groups providing public programming must acknowledge their sponsorship in any publicity or advertising and say "This program is sponsored by (organization name) and will be held in the Multipurpose Room at the Sherman Library"

Advance reservations may be made by any one group up to twelve times a year. Reservations can be made one month in advance. The room may be used during library hours. Special scheduling considerations must be approved by the Library Director.

Bookings are granted in the order in which they are received.

Persons booking the room must be at least eighteen years old. A point person is responsible for proper use of the room and must be in attendance.

A completed application must be received at least seven days in advance of the scheduled event.

Groups must provide their own refreshments and supplies. There are no cooking facilities.

Smoking and alcoholic beverages are prohibited.

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Sherman non-profit organizations can use the facility at no charge during library hours. (A donation of \$10 is welcome). After hours fee to be determined.

To cancel a reservation please call or email at least 24 hours in advance. Cancellations because of inclement weather may be rescheduled. The library reserves the right to cancel your reservation due to unforeseen circumstances.

Users are responsible for:

- Proper supervision and behavior
- Leaving the room in original, clean, orderly condition and removing trash
- Costs arising from loss, damage or excessive janitorial services
- No materials may be affixed to walls or doors

The library is not responsible for materials or equipment brought in by the group

During library hours groups are requested to park at the far end of the library lot.

The Library Director or Board may accept, reject or revoke any applications to use the meeting room.

Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The library reserves the right to suspend or cancel meeting room privileges to any individual, group or organization that fails to comply with the above regulations.

Special arrangements may be made at the discretion of the director.

Approval

Approved by the Sherman Library Board of Trustees September 2014