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# PATTERSON LIBRARY FACILITIES USE POLICY

Facilities may be used for informative, educational, cultural and civic needs in accordance with the Library's mission and the American Library Association's Library Bill of Rights which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Permission to use a meeting room does not imply library endorsement of the views expressed, goals, policies, or activities of any group or organization. The content of programs held in the meeting rooms has not been reviewed or approved by the library, and the organization booking the room is solely responsible for such content.

A meeting room application is required. You may complete an application at the Library's Front Circulation Desk, or download the form and submit it by email to [director@pattersonlib.org](mailto:director@pattersonlib.org). The library reserves the right to determine which room will best accommodate each group's needs, and assign rooms accordingly. All use of library meeting rooms must be approved by the Library Director. The applicant is responsible for making sure the space is clean and left in the condition in which it was found.

The Library currently has 3 available rooms:

1. The Reading Room, which has a maximum capacity of 40
2. The Annex Room, which has a maximum capacity of 8
3. The Octagon Gallery, which has a maximum capacity of 85

For-profit groups and those arranging social functions are asked to provide a donation of at least \$50.00 for the use of each room. Donations may be made by cash, credit card, or check made payable to Patterson Library. For-profit groups or organizations/individuals soliciting or selling products, services, or memberships are not eligible to use the Library meeting rooms for those purposes.

Nonprofit groups or tutors offering one-on-one sessions will not be asked to provide a donation for room use. With library approval, educational entities may charge nominal material costs for their meetings, but the public may not be denied entry to the meeting because of failure to pay.

See the back side of this page for MEETING ROOM REGULATIONS

## MEETING ROOM REGULATIONS

1. The public will be welcome to all meetings during library operating hours.
2. All meeting attendees must abide by the Patterson Library Code of Conduct.
3. Children's and youth groups may use the facility, if they are adequately supervised by adult sponsors. Adults are defined as those eligible for adult borrower's cards.
4. Light refreshments may be served if requested in the application. If the kitchenette is used (when available,) it must be left in order.
5. Groups cannot use the library's name, address or telephone number as their official address or contact information.
6. Permission to use a meeting room does not constitute an endorsement by Patterson Library of a program or point of view. Any advertisement, press release, media announcement, posters, or handouts about events in the library's meeting rooms must state that the event is not a program of, nor sponsored by Patterson Library. The library may ask to see such notices prior to the public release.
7. When booking a room, please include time for your group to set-up and also return the room to its standard arrangement. Any setting up of chairs or rearrangement of furniture and other equipment must be done by the users then replaced to a standard arrangement when finished. Additional tables and chairs are available upon request.
8. The library is not able to guarantee that a particular time slot will continue to be available to any individual or organization on an ongoing basis.
9. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options.
10. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.