

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy

MEETING ROOM USE

Purpose: To provide community groups a public meeting space.

Procedure:

1. All meetings must be open to the public.
2. Use of Library space for meetings in no way implies Library endorsement of ideas expressed in the meeting or of the aims and goals of the groups using the facilities.
3. There is no charge for the use of the meeting room but a cleaning fee of not less than \$20 will be charged to groups who fail to return a room to its original condition. (Groups must clean up and put furniture back in its original arrangement.)
4. Light refreshments may be served. No alcoholic beverages may be served.
5. The Ottumwa Public Library may not be used as the official address or headquarters of any organization.
6. All advertising must be approved by the Library Director prior to distribution.
7. Library activities and functions have priority. The Library reserves the right to cancel a meeting if circumstances warrant.

Date revised: 8 November 2010

By: Ottumwa Public Library Board of Trustees