

CUMBERLAND COUNTY LIBRARY ROOM USAGE POLICY

It shall be the policy of the Board of Trustees of the Cumberland County Library to make Meeting Rooms in the Cumberland County Library available to individuals for self-improvement, including but not limited to: doctor appointments, job interviews, social service meetings, etc. The use of Meeting Rooms shall in no way interfere with the most effective utilization of Library facilities for Library purposes.

1. The Meeting Room shall not be used for commercial purposes. Businesses located in Cumberland County may reserve the Meeting Room for employee training or community service programs. Businesses may not distribute self-promoting material when conducting community service programs.
2. The application shall be made prior to the date requested. Application constitutes acceptance of the *Meeting Room Usage Policy*.
3. Meeting Rooms are only available during regular library hours. All meetings and appointments must adjourn at least 30 minutes before the Library's closing time.
4. The individual signing the application for a Meeting Room must be over 18 years of age and must agree to be individually legally responsible for all damage to any property of the Library resulting from the negligence, carelessness, or willful acts of any member, officer, employee, agent or of any of the invitees utilizing the Meeting Room during the hours reserved on the application.
6. There shall be at least one guardian in attendance during the time reserved for when minors are using the Meeting Room.
7. All groups and individuals shall abide by the Fire Regulations of Cumberland County and the requirements of the American's With Disabilities Act.
9. No items of any nature may be attached to the walls, doors, ceiling, etc.
10. Smoking, vaping, and e-cigarettes are not allowed in the Library.
11. No alcoholic beverages are allowed in the library.
12. The Cumberland County Library, Cumberland County, and the employees and Trustees of the Cumberland County Library shall not be responsible for any accidents, loss of personal property, etc., occurring as a result of the utilization of the Meeting Room.
13. Granting of permission to use the Library's Meeting Room does not imply endorsement of the aims, policies or programs of any group or organization. Publicity for meetings must not give the impression that the program is sponsored, co-sponsored or approved by the Library.
14. If these rules and regulations are violated by any group or individual, the group or individual is subject to the revocation of its privileges for future use at the discretion of the Library Board of Trustees.
15. Any changes in the policy or regulations set forth above shall be by resolution of the Board of Trustees in conformity with the By-laws of the Board of Trustees.

I have reviewed the *Meeting Room Usage Policy* and will ensure that all stated rules are observed.

Print Name: _____

Signature: _____ Date: _____