

## MEETING ROOM POLICY

The Plymouth District Library provides meeting space for the use of not-for-profit groups in the Plymouth Community on a scheduled basis according to the following policies:

1. Library-sponsored programs have priority in the use of the rooms.
2. Meetings will be for civic, cultural, or educational purposes.
3. Meeting rooms will be available for use during regular library hours only.
4. Groups will abide by the General Use policies that apply to all public areas of the Library.
5. Scheduling must be arranged in advance with the Library.
6. Youth groups are required to have adult supervision.
7. Set up and cleanup will be provided by the organization. Groups will set up any necessary furniture and equipment they require and will clean up and restore the room to its original condition. Groups should plan adequate time for these activities when scheduling so that the group vacates the room at least 15 minutes before Library closing.
8. Organizations using the rooms will be held responsible for any damage or loss incurred during such use, and will leave the rooms in a clean and orderly condition.
9. The Library Board may establish fees for use of Meeting Rooms. Such fees will be published and payment will be required at the time of scheduling.
10. The fact that a group is allowed to meet at the Library does not in any way constitute endorsement of the group's policies or beliefs by the Plymouth District Library.
11. Groups using the Library meeting space hereby indemnify and hold harmless the Library and its officers, directors, agents, and employees, and each person if any, who control the library or any of its directors, officers, for damages or liabilities to which they may become subject insofar as such losses, claims, damages, or liabilities or actions in respect thereof arise directly or indirectly out of or based upon or are in any way connected with the performance of the contract, regardless of whether such claim, loss, damage or liability is caused in whole or in part by the negligence of the library or its officers, directors, agents, and employees or by third parties, or by the officers, directors, agents, and employees for any legal or other expenses reasonably incurred by such person investigating, defending or preparing to defend any such action or claim.
12. Additional procedures and guidelines necessary to provide efficient and equitable use of Library meeting rooms may be developed by the Library as needed.

All Library meeting rooms meet ADA requirements for access. Groups using the rooms are responsible for providing any assistive devices or aids, such as signers, tapes of the meeting, etc., which might be necessary for participation in their activity.

Rev. March 2004