

Atchison Library – Meeting Room Policy

The Atchison Library welcomes the use of its meeting room(s) for activities of a civic, cultural, or educational nature and for the discussion of current public questions. The meeting room is available to nonprofit organizations regardless of the beliefs or affiliations of their members. Duly constituted continuing political groups may use the room, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use. Library-oriented programs will be given preference for use of the room. It is understood that all meetings held will be open to the public should anyone wish to attend. The Library policy prohibiting solicitations also applies to meeting rooms.

No products may be sold. For-profit organizations may use the meeting room at a rate of \$20 per hour with a one-hour minimum payable only in hourly increments.

1. No product may be sold, except in payment for materials required for educational or group discussion use.
2. Light refreshments excluding alcoholic beverages, may be served but organizations are required to provide their own utensils.
3. Organizations requiring audiovisual equipment will make their own arrangements; the Atchison Library does not provide these. Although organizations may inquire about availability of a screen and projector.
4. The organization will be responsible for setting up the rooms according to its own needs. The Library staff will bear no responsibility. The organization of group using the room must restore the furniture and room to the order in which it was found.
5. All publicity (e.g., posters, brochures, throw-away, radio or TV announcements) must carry the name of the organization sponsoring the meeting. The Atchison Library may not be identified as a sponsor.
6. Literature may only be distributed to people attending the meeting and may not be distributed to other patrons of the library.
7. Neither name nor address of the Library may be used as the official address of headquarters of the organization.
8. Youth organizations using the meeting room must have one adult (over 21) present at all times.
9. If a meeting is canceled, the Director should be notified as soon as possible.
10. The Atchison Library is not responsible for lost or stolen articles.
11. No meetings may be scheduled when the Library is closed and Library events take precedent over any other scheduled or unscheduled meetings.
12. No smoking is permitted in the meeting room or any place in the Library.
13. If a hearing-impaired person requests at least one week in advance, the group or organization using the meeting room must provide a signer of interpreter.
14. No group or organization using the meeting room will discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation or handicapped status in the provision of service.
15. Meeting room cannot be scheduled for non-library use more than one calendar month in advance.
16. Exceptions to these policies are possible only by permission of the Atchison Library Board of Trustees.

Approved by the Atchison Library Board of Trustee's on February 25,2008.