



### **GFJ Library Meeting Room Policy**

The meeting room policy of the George F. Johnson Memorial Library encourages maximum use of the library meeting rooms (the Beatrice Scott Room and the two Study Rooms) by community organizations for educational, civic, cultural and/or business purposes under the following conditions:

1. Library related activities/programs/meetings have priority scheduling of the meeting room.
2. Because the Library is intended for the use of all members of the public, all meetings are open to the public. This means that the meeting must be open to any interested individuals and must be free of charge. Limits may be placed on the size of the group if the room capacity is exceeded. The library also endorses Article VI of the American Library Association's Library Bill of Rights, which states: "Libraries which 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." Business groups should not be conducting business on library premises, but are welcome for more general business-oriented purposes, subject to interpretation by the Library Director.
3. Meeting times are limited to hours when the library is open to the public. All meetings must adjourn at least 15 minutes prior to the closing of the library. The representatives of the organization that is meeting are responsible for ending the meeting on time and for leaving the meeting room in proper order. If damage occurs to any library property during an organizational meeting, the organization will be held liable for repair or replacement costs.
4. Alcohol, smoking and open flames are NOT permitted in the meeting rooms. Refreshments may be served.

Revised from the standard Meeting Room Policy 1/7/2016