

PUBLIC MEETING (Hayward) ROOM POLICY

The Hayward meeting room is available without charge to any individual or group for cultural and civic purposes, as approved by the Library Director. Strictly social occasions (such as weddings, showers, birthday parties or anniversaries), private parties, religious services, profit-making organizations, and partisan political activities will not be accommodated. During regular Library hours the Hayward room may be used, but must remain open to all public patrons.

All meetings in the Hayward room shall have adequate adult supervision. The maximum occupancy for this room is forty individuals.

Meeting room reservations will be accepted on a first-come, first served basis. The group is responsible for set up, cleanup, and returning the room to its original condition. Light refreshments may be served, the group is responsible for providing their own utensils for preparation and serving. Items cannot be taped or tacked to the walls, moldings, doors or shelves. The library assumes no responsibility for any materials displayed by the group.

By providing sufficient notice, the Library reserves the right to withdraw permission for use of the Hayward Room. Library functions and activities have priority over those of any other institutions or organizations.

For after-hours use of the Hayward Room a "Responsible Person" for each group shall review this policy, and sign the *Meeting Room Reservation Form*. Front door keys may be picked up 24 business hours before a meeting. After the meeting the "Responsible Person" shall lock the door and place the key in the library drop box.

Groups using the Hayward Room agree to indemnify and hold harmless the Menominee County Library, its agents and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment. Groups using the Hayward Room are responsible for the condition of the room and they will be billed for any damage to the room as a result of their use.

Future use of the Hayward Room will be denied to any individual or group that violates this policy.

APPROVED May 19, 2003

REVISED August 18, 2009

AMENDED October 20, 2015

AMENDED September 11, 2018