

CONRAD PUBLIC LIBRARY

POLICY: MEETING SPACE USE

The Conrad Public Library provides spaces that may be available to the public for meetings, both public and private, and programs of an informational, educational, cultural, or civic nature. Spaces are available to individuals and groups on a first come, first served basis. Library-sponsored programs have scheduling priority over community programs.

User guidelines:

- use of a Library space must be reserved to ensure its availability
- every reservation must designate an adult contact person with a valid phone number
- use of a Library space is subject to the terms of the Patron Conduct policy
- if a reservation is before/after Library hours, or on a day that the Library is not open, an adult must make arrangements with the Library Director for building access
- all advertising/marketing related to a meeting or program must clearly designate that it is not sponsored by the Conrad Public Library, only held there
- a fifty dollar (\$50.00) fee will be charged to use a space for a for-profit group program/event that charges for registration/admission
- spaces must be thoroughly cleaned up after use
- in the event that the Library building and/or property are damaged, destroyed, or lost, the contact person shall be responsible for any/all restoration to the satisfaction of the Library Director
- the Library reserves the right to deny use privileges should any abuse of this policy occur

The Conrad Public Library supports the right to assemble and freely discuss ideas. The Library does not support every point of view presented by an individual or group using the space nor does it endorse every group that uses its facilities; the Library assumes no legal liability or responsibility of wrongdoing.

At any time, the Library Director can temporarily suspend any additional uses of the building, pending a decision by the Board of Trustees, due to health or safety concerns.

Approved by the Conrad Public Library Board of Trustees: January 21, 2021
Amended: November 20, 2025