

CONRAD PUBLIC LIBRARY POLICY: MEETING SPACE USE

The Conrad Public Library provides spaces that are available to the public for meetings and programs of an informational, educational, cultural, or civic nature. The Education Room (on the main floor), the Stage (on the second floor), and the upstairs are available for groups to reserve, but must not exceed capacity.

User guidelines:

- use of a Library space must be reserved at least twenty-four (24) hours and no more than ninety (90) days before the requested date of use
- 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 the reservation is before/after Library hours or on a day that the Library is not open, a key must be checked out by an adult contact person (who has an active Conrad Public Library card) who will complete a Library Use agreement and will assume responsibility for carrying out the additional guidelines/expectations outlined in the written agreement
- 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
- fundraising activities (with the exception of the Conrad Public Library Foundation and the Friends of the Conrad Public Library) or charging registration/admission fees are not permitted
- refreshments may be served only in the Education Room (with the exception of Conrad Public Library sponsored events) and must be thoroughly cleaned up when finished
- 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 a 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

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APPENDIX D

After Hours Use Agreement

- I understand that I will have access to the Library through the back door. This includes access to the hallway, Education Room, and restroom.
- I agree to accept full responsibility for the Library key checked out under my account and will not copy or tamper with it. I will return the key no later than the day after the scheduled event.
- I will ensure that the space used is left clean and prepared for the next Library program.
- I accept full financial responsibility for any costs associated with damage to, loss of, or theft of Library fixtures and/or equipment that might occur during my access to the space.
- I understand that the Conrad Public Library is not liable for any accident and/or harm that may occur while I am using this space.
- I agree that failure to comply with any of these rules and guidelines may result in the loss of meeting space privileges in the future.

Approved by the Conrad Public Library Board of Trustees: October 14, 2021