

NON-LIBRARY USE OF SERVICE CENTER FACILITIES

Under certain circumstances, use of library facilities by community groups may be allowed. The library director will authorize such use and maintain the schedule; however, the Heartland Regional Library System Board of Trustees has the final authority in granting or refusing use. Such permission does not imply that the library director or board of trustees supports, approves of or is liable for any information provided by groups using the facilities. Such groups may include but are not limited to local community organizations and clubs as well as cultural, educational, and governmental groups. Library facilities are not available for social gatherings, money-raising events which are non-library related, meetings supporting particular individuals' political campaigns, or commercial purposes.

Guideline for use of library facilities:

- Library programs and activities have priority in the use of library facilities.
- A use application form must be completed and approved by the library director before a meeting can take place. Forms will be available at service centers and service center staff members will send them to the director.
- Meetings or activities which may disturb library functions or patrons will not be scheduled.
- Admission/registration fees or money collections are prohibited. Exceptions to this rule include activities of Friends of the Maries County Library and fees for certain workshops, institutes, etc. which the board of trustees may approve.
- The library director or designee is authorized to terminate the meeting of any group which becomes disorderly or objectionable.
- Children's or teenagers' groups may use library facilities if supervised by an adult who will be responsible for any damage.
- No alcohol, intoxicant, or tobacco use is allowed.
- Individuals who schedule a meeting after library hours may not use any library computers or other equipment without permission from the library director. Items such as library materials (books, audiobooks, DVDs, kits, telescopes, sewing machines, etc.) may not be removed from the shelves and carts or taken out of the library building.
- Group members are responsible for setting up and cleaning up after their meeting. Any furniture moved must be replaced.

- Groups and organizations shall accept responsibility for the repair or replacement of damaged or missing library computers, other equipment, furniture, and building interiors.