

## RULES AND REGULATIONS FOR USE OF PLUMAS COUNTY LIBRARY MEETING ROOM

The Plumas County Library, as an open forum promoting knowledge, ideas, and cultural enrichment, makes meeting rooms available to organizations engaged in educational, cultural, intellectual, civic, or charitable activities. All meetings must be free and open to the general public. Admission fees are not permitted. No donations, raffles, collections, fees or sales of any kind may occur. Exception: the Library and organizations affiliated with the Library may collect money for fundraising events such as book sales and author lectures.

**Only light refreshments may be served during meetings in County Library facilities. The Library is an alcohol-free and tobacco-free location; no smoking or alcoholic beverages are allowed.**

### Organizations must:

1. **Make arrangements to obtain the meeting room key during open hours.**
2. **Clean the room and return it to its normal arrangement.**
3. **Remove any trash.**
4. **Turn off the lights.**
5. **Secure all doors and windows.**
6. **Return the key within 24 hours.**

Reservations should be made at least 2 weeks in advance. Reservations may not be made more than 90 days in advance. A group may not schedule more than one meeting a month. No organization may use the room more than two consecutive days.

The person making the meeting room reservation is responsible for ensuring that use of the room is in accordance with all federal, state, and local laws, and library policies and rules. Failure to obey all laws, or policies, shall be good cause for the Library to refuse to issue similar permission to the user in the future. The Library reserves the right to request any location be vacated, when in its sole discretion, it makes a determination such action is needed because of non-compliance with these rules or the potential for injury to persons or property.

Loss or damages to Library property will result in assessed charges. **If the room has not been cleaned after use, a \$50.00 cleaning fee will be charged; or if it is greater, the actual cost of any necessary cleaning or repairs.**

An adult must supervise minors. Storage space for private property is not provided.

*Maximum occupancy: 60 person*

Use of the meeting room does not constitute an endorsement of the views of the user by the Library. Groups may not imply the Library sponsors their meeting. Library may advertise, at its sole discretion, the meeting on its website, Facebook page, or other social media. Such advertisement does not imply Library endorsement of the group's views or activities.

Exceptions to this policy may be made at the sole discretion of the County Librarian as deemed in the best interest of the Library and Community.

### **I HAVE READ AND AGREED TO THE LIBRARY MEETING ROOM POLICY**

NAME: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL(optional): \_\_\_\_\_