

...PROGRAM ROOM POLICY

A meeting room is available in the Mount Pleasant Public Library primarily to support library programs and functions which further the goals of the library. The room is available to non-profit organizations when the not being used for library programs and only during regular business hours.

Except for library and library-related programs, groups may not use the meeting room more than once each month. A limited series of weekly or daily meetings may be scheduled at the discretion of the library director. The meeting room may be reserved up to ninety days in advance. A copy of the meeting room policy will be provided with the application for meeting room use. A completed and signed application must be returned to the library director within two business days or the reservation may be subject to cancellation.

Groups using the meeting room are required to set up for their meeting, return furniture to its original location, and leave the room clean and in good condition. Meeting planners should bring their own equipment and supplies. A kitchen is available for use, but groups are responsible for bringing their own supplies and for cleaning up after the meeting.

The library does not allow the projection of "home-use only" videos. Groups needing to use videos are restricted.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Mount Pleasant Public Library. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library in any advertising or publicity.

No selling, solicitation, or taking of orders may occur without written permission from the library director. No admission may be charged for programs held in the meeting room. Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room. A library staff may be present at any time during the meeting.

Special summer library programs are scheduled for the months of June and July. Because the programs will be held in the meeting room, no other outside programs will be scheduled for those two months.