

Details of the Meeting Rooms Use Policy:

- The Library and other Village departments take precedence over all groups and persons in use of the meeting rooms. The Village and Library reserve the right to revoke permission to use a meeting room if needed by Village departments and/or committees.
- Use of rooms will be free to non profit organizations.
- All other groups and persons will be charged a set fee of \$50.
- Reservations are not valid until application is completed and fee paid.
- The meeting rooms will be available on a first come, first serve, reserved basis.
- There shall be no priorities among activities for public use of the rooms with the exception of the Golden Agers senior citizen organization.
- The Village and Library assume no responsibility for personal belongings or organizational equipment in connection with the use of meeting rooms.
- No belongings or organizational equipment may be stored in the facility. All available storage space is for library use only.
- The Rosemary Garfoot Public Library and meeting rooms may not be used as the address or headquarters of any group.
- The Village and Library reserve the right to deny or terminate the use of meeting rooms as a result of disorderly conduct or violation of the regulations listed in this document. Termination will occur after one warning from the Village Administrator.