

## 1.6 Meeting Space Policy

The Ray Township Public Library maintains a small meeting space at our conference table as part of its community service offerings. This policy defines use of the meeting space for non-library purposes.

1. This policy is subject to change at any time.
2. The conference table in the Ray Township Public Library is available without charge to Ray Township residents and non-profit organizations for recreational, cultural and civic purposes. The space is not available for religious services, partisan political rallies, or for large social occasions. The conference table cannot be used for the sale, promotion, endorsement or advertisement of a commercial product or service.
3. Meeting capacity cannot exceed 10 Individuals in order to maintain our legal occupancy limits.
4. Groups wishing to use the space must check with the library in advance of their meeting to ensure that the space is not already in use for library programming or other meetings and events. The group will be scheduled by the circulation desk.
5. All use of the meeting space shall not interfere with or interrupt the regular operation of the library and shall be in accordance with all local ordinances, state and federal laws. A meeting shall only be scheduled for use during regular library hours. Meeting must be concluded at least 10 minutes before the close of regular library hours. Any exception must be requested in advance and approved by the Library Director.
6. Groups using the conference table agree to indemnify and hold harmless the Ray Township Public Library, its agents and representatives from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the area, its furnishings or equipment.
7. By requesting use of the meeting space the sponsoring group acknowledges that its activity is not sponsored by the Ray Township Public Library and agrees that they will not identify the library as associated in any way with their group's activities in any of their literature or publicity. Any literature regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Ray Township Public Library." Any exception must be requested in writing and be approved in advance by the Library Director.
8. A group shall not use the library's name for any purpose other than to indicate the location of the meeting. The name, address or telephone of the RTPL shall not be used as the address, information contact source or headquarters for any group using the library for meeting purposes, the only exception being the Friends of the Ray Township Library and Historical Society.
9. Upon adequate notice, the Library reserves the right to withdraw permission for the use of any meeting space. Library activities have priority over those of any other institution or organization.