



Meeting Room Use Policy

Approved March 13, 2017

Updated September 8, 2025

PURPOSE:

The Library has adopted this policy to ensure fair access to its meeting rooms.

SCOPE:

This policy applies to all people who use the Harlan Community Library meeting rooms.

POLICY:

- Priority is given to programs sponsored by the library.
- If not reserved for library purposes, the meeting room is available for educational, cultural, civic or professional purposes on a first come, first served basis.
- Private, social gatherings can only be held during library hours.
- Meeting rooms are not available for fundraising, selling merchandise or paid services.
- Admission fees, donations, or other fees may not be charged or solicited.

Reservations

- Meeting room reservations may be made on the library website or by contacting the main circulation desk.
- A Meeting Room Agreement must be signed prior to using the room.
- Room reservations may not be made more than four months in advance, whether for one meeting or a series of meetings.
- The Library shall be notified if a cancellation becomes necessary. Failure to cancel 12 hours in advance of the meeting may result in denial for future reservations.
- No group may transfer the use of the space to another group.

Room Use

- During normal library hours, the noise level in the meeting room should not disturb other patrons or staff.
- Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of authorized Library staff.
- The Small Meeting Room is 540 square feet and the occupancy limit is:
 - 30 people with tables and chairs.
 - 77 people with chairs only.
 - 108 people if no tables or chairs.

- The Large Meeting Room is 864 square feet and the occupancy limit is:
 - 57 people with tables and chairs.
 - 123 people with chairs only.
 - 172 people if no tables or chairs.
- Any damage will be paid for by the individual or group/organization who applied.
- Failure to clean the space may result in a cleaning fee being assessed.

Food and Drink

- Alcoholic beverages may not be served.
- A percolator, coffee maker and tea kettle are available for use at no charge.

Cleanup

- If dirtied, wipe down tables and counters with the cleanser and paper towels provided.
- Rinse out the percolator/coffee maker/tea kettle and throw away the filter if used.
- All trash should be bagged up and left outside the door.

Meeting Room Agreement

Applicant name: _____ **Date/time of use:** _____

Full Address: _____

Phone number: _____

I have read and agree to abide by the Harlan Community Library Meeting Room Policy, including taking financial responsibility for cleaning fees or damages.

Signed: _____

Dated: _____

Room inspected by staff, note any problems:

Initial/date: _____