

## Long Beach Public Library Meeting Room Policy

The Long Beach Public Library provides access to the library meeting room for public gatherings of a civic, cultural, or educational purpose. The following policies are in effect for use of the meeting room.

- The meeting room can only be used for NON-PROFIT meetings or gatherings; no money can be collected at an event held in the meeting room, with the exception of Library-sponsored activities (such as those put on by the Library Board or the Friends of the Library association).
- No medical procedures can be performed at the library.
- All meetings must be open to the public; no private social affairs can be held at the library.
- Users are advised to reserve the meeting room at least 2 weeks in advance to ensure availability of the room.
- All users are responsible for setting up and taking down any chairs, tables, etc., and for cleaning up the meeting room after their event.
- Remember that all regular library rules apply in the meeting room as well, such as the no smoking, no alcohol, etc. policies.
- All meetings must end by 4:45 Monday through Friday and by 12:45 on Saturdays to allow time for securing the building and setting the alarm.

Date of Request: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Date or Day(s) of Use: \_\_\_\_\_

Time of Use: \_\_\_\_\_

Single Use

Weekly

Monthly

Bi-Monthly

\* SIGNATURE OF GROUP REPRESENTATIVE: \_\_\_\_\_

***\* Signature indicates agreement to abide by the above Meeting Room Policy and General Library Policy and Rules.***

Revised 9/3/2019