

Meeting Room Policy

The Arthur Public Library has a meeting room (max 50) and a reading lounge (max 10) that may be used for library functions, meetings, and programs. These rooms may also be made available for use by members of the public. Organizations not affiliated with the Arthur Public Library may use the meeting room when the following conditions are met:

1. Business meetings are permitted for training, employee development, etc. However, the meeting cannot involve the direct sales of goods or services.
 2. Meetings cannot disrupt the ability of the library to conduct its business in a normal and orderly manner.
 3. Rooms must be scheduled by an adult (21 years of age) at least one day before the event. Reservations will be accepted up to a year in advance and are made on a first come first serve basis.
 4. It is the responsibility of the person scheduling the meeting to request, pick up, and return keys during business hours, if needed.
 5. Youth groups must be accompanied by an adult (21 years of age).
 6. The organization assumes all responsibility for set up, clean up and damages.
 7. Other uses deemed appropriate by the Board.
- Patrons who need to view informational videos may use the meeting rooms to do so. This does not include licensed movies for entertainment.
 - Meetings that require the assistance of library staff must schedule two weeks in advance.
 - Individuals who need to use a phone while on a computer, video conference, or need a study room may use the meeting room or reading lounge if no other group is scheduled. If no staff assistance is necessary these rooms may be used for these purposes on a walk-in basis.
 - Meetings may extend after closing if the group has a signed waiver. They will not have access to the Library after hours. The Staff does not need to remain in the building until they leave.
 - Neither the name nor address of the Library may be used as the official address of headquarters of a group or organization.
 - The library director or Board Director is authorized to terminate the meeting of any groups that violate policies and regulations.

A fee of \$10.00 per day will be charged for the use of the meeting room.

Exemptions: The meeting room charge will be waived for any individual, business, or organization that has made a donation of \$100 or more in the past 2 years. There is no fee for other local government boards or divisions. School and civic organizations may petition for an exemption from this charge. Literacy partners, in the event the reader's lounge is occupied, may use this room without charge.