

## Meeting Room Policy

The Board of Trustees supports the Library Bill of Rights, which states Libraries “make exhibit spaces and meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

The Garden City Public Library has one conference room available for public use during Library hours. The room is equipped with a sink, a conference table, a dry erase board, ten (10) chairs, and wireless internet.

### Reservations

- Reservations can be made via the website; or upon request by phone, email, or in person.
- By securing a reservation, the user agrees to the Garden City Public Library Meeting Room Policy.
- The applicant must be eighteen (18) years of age or older and have a LYNX! Library card in good standing. The cardholder must assume legal responsibility for their group’s activities in the Library.
- Reservations can be made no more than six (6) months in advance. Library sponsored activities, Library affiliated groups, and Garden City departments are exempt from this rule.
- No group may reserve the meeting room more than twelve (12) hours a month, unless expressly permitted in advance by the Library Director. Library sponsored activities, Library affiliated groups, and Garden City departments are exempt from this rule.
- Reservations cannot be made for meetings lasting longer than one (1) business day.
- The Library reserves the right to cancel any reservation with a six (6) week notice for its own programming needs, or at any time due to unforeseen circumstances.
- Groups that do not show up within fifteen (15) minutes of their reserved start time forfeit the reservation.

### Costs

- There is no reservation fee to use the conference room.
- Damages will be charged to the individual who made the reservation.

### Rules

- All meetings must be without charge and without solicitations of money.
- Onsite purchases or selling of goods or of services are prohibited, unless expressly permitted in advance by the Library Director.
- Library and City of Garden City sponsored events are given priority in scheduling the meeting room.
- Presentations that are primarily commercial in nature, rather than educational, are not permitted.

- The conference room may not be used for private or personal events such as birthday or holiday parties.
- Cooking is not allowed in the meeting room.
- The meeting room must be left in the condition it was found with trash in the bin, tables wiped, and the floor crumb-free.
- Permission to use the meeting room does not constitute an endorsement by the Library. All news releases, publicity, or advertisements must include the following disclaimer: "This is not a Library sponsored event. Garden City is neither responsible nor liable for information provided by users of the Library's meeting room." No group may use the Library's address as its operational address.
- The Library is not responsible for any lost or damaged property before, during, or after a meeting.
- The Library assumes no responsibility of liability for accidents, injury, or loss of personal property in the Library or the meeting room.
- The Library reserves the right to refuse or revoke permission to use the meeting room if the usage is disruptive to the Library's or City Hall's normal course of business, violates Library or City Hall policies and regulations, is deemed unsafe, or violates any local, state, or federal law.
- All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the Library.
- The Garden City Public Library Board reserves the right to review and amend this policy at any time.

*\*Adopted 02/10/2016, Revised 04/12/2017, 1/10/2018, 12/11/2019*