

## **Meeting Room Policy**

The Goshen Public Library and Historical Society offers its meeting room spaces for use by individuals and groups for non-commercial, educational, cultural, informational, intellectual, and civic purposes. Library and Friends Group sponsored programs will have first priority to all of these spaces at all times. Room availability is contingent on there being no conflict with Library programs or meetings.

The Library Board of Trustees or Director reserves the right to determine use of the rooms, to assess fees for the use of the rooms, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

Each group/individual requesting use of the meeting rooms must complete an application before scheduling a meeting/event at the Library. The fact that a group has been permitted to meet at the Goshen Public Library & Historical Society does not constitute an endorsement of the group's policies and/or beliefs.

### **Policy Guidelines:**

1. Groups/individuals reserving the meeting room spaces must adhere to the Goshen Public Library's Code of Conduct and the Unattended Child Policy.
2. No group or organization using the meeting rooms may discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the use of the meeting rooms.
3. No admission fee may be charged, contributions solicited, or dues collected. The only exceptions are in the case of paid registrations at conferences or institutes, held in cooperation with the Library, or payment of fees for regularly scheduled education courses sponsored by nonprofit organizations.
4. No product or service may be sold, though payment may be charged for materials required for education or direct group, with prior review and approval of the Library Director.

(Note: applicable to the Pomares Community Room, Small Meeting Room A and Small Meeting Room B.)

*Adopted April 2019.*