

# **Pelham Public Library Mobley Conference Room Policy**

The Mobley Conference Room of the Pelham Public Library is provided to the general public for business meetings, job interviews, and other professional matters. Use of the Mobley Conference Room must in no way infringe upon the normal operations of the library. Final authority regarding the interpretation of guidelines for use of the room rests with the Pelham Library Board. Maximum capacity for the meeting room is 6 people. The room is not to be monopolized by one group. Library staff may not be able to honor block reservations

## **Exclusions**

1. Meetings promoting the interests of an individual including but not limited to private parties such as birthday parties, showers, wedding receptions, anniversary parties, etc.
2. Meetings which interfere with the functions of the library due to noise or any other disturbance.
3. Meetings held before or after regular hours of operation for the library.

## **Rules and Regulations**

- Meetings must be held during normal operating hours of the library. Meetings must conclude 15 minutes prior to closing of the library.
- The room is reserved on a first come, first serve basis. Bookings are not accepted more than 30 days in advance. No standing reservations may be made.
- The library does not endorse the views of groups meeting in the facility. The library does not sponsor/support the various groups or individuals using the conference room and publicity announcing meetings should in no way imply library sponsorship.
- The name or address of the library is not to be used in handouts or advertising of any kind except as a source of location. No group or individual may use the library as a mailing address. Groups and individuals may not use the library's phone number as a contact for program information.
- Any advertising, publicity, or other announcement must be approved by the Library Director in advance.
- Food and alcohol are not allowed, covered drinks are allowed. Smoking is not allowed.
- The library is not responsible for items left in the conference room. Storage space is not available.
- Meetings of groups or individuals under 18 years of age must have an adult sponsor in attendance. Children 11 years and under must have a parent or guardian in the library. Children 6 and under must have a parent or guardian on the same floor.

- Groups or organizations and individuals using this meeting space may not discriminate on the basis of race, national origin, sex, religion, age, or disabled status in the provision of services.
- Signs, decorations, or other objects are not to be taped or attached to walls or doors in any manner. No equipment or furniture is to be removed from the meeting room. Groups using the room are responsible for reimbursing the library for any damage to library furniture or equipment.
- Violation of these rules may result in the loss of conference room privileges.
- The Pelham Library Board reserves the right to cancel the use of the conference room for any organization if a majority of the Board feel that the organization does not fall within the guidelines of these policies for use of the room.

I have read and understand the Mobley Conference Room policy. I agree to comply with this policy.

Signed Name\_\_\_\_\_

Printed Name\_\_\_\_\_

Contact Information\_\_\_\_\_

Date\_\_\_\_\_