MEETING ROOMS

The Amery Area Public Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights, Article VI, which states:

> *Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

The Library uses its meeting rooms for its own programming for children, young adults and adults. The Library also cosponsors programs with community groups. Library-coordinated and produced programs promote the Library's goals of information, education and recreation. In these programs the Library presents a range of points of view and does not advocate a single approach.

The purpose of providing space for community meetings is to further the Library's role in the community as a resource accessible to all residents and the public in general.

General
- Library meeting rooms are open to organizations engaged in educational, cultural, intellectual, or charitable activities.
- The rooms are not available for business use by providers who charge a fee for their service, such as paid, private tutoring sessions, legal depositions, employment interviews, or company staff meetings. Admission fees may not be charged.
- Meeting rooms may not be used for activities not protected by the First Amendment.
- Rooms may not be used by for private social events such as parties, weddings, bridal or baby showers, class reunions, luncheons, etc.
- All meetings and programs must be open to any member of the public. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason.
- Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the viewpoints of meetings or meeting room users.
- No signs, posters, displays, etc. promoting a meeting or program by an organization or group may be placed anywhere in the Library or on its premises without the express approval of the Library Director or his or her designee. Any such items will be removed by the Library.

- The user of a meeting room shall agree to abide by the copyright laws and regulations of the United States, and agree to defend, indemnify and hold the Library harmless from liabilities that may arise as a result of violations of the copyright laws or regulations.

Availability & Use
- The library features three meeting rooms. The Burman Family Room is the largest and can be configured in a variety of ways. The Amery Regional Medical Center Meeting Room seats between 6-8 people, while the Barbara Sorenson Memorial Meeting Room seats 4-5 people.
- Use of the facilities for Library, Library-affiliated or Library-sponsored or co-sponsored meetings or programs shall have priority over all other requests.
- Reservation of the facilities is on a first come, first served basis and is conducted through the information/circulation desk at the library.
- Meeting rooms may be reserved by the public up to three months in advance.
- Meeting rooms are generally available for use during regular library hours.
- The library staff is not responsible for setting up or taking down furniture used in the meeting rooms.
- Groups may use the kitchenette for serving food but must supply items such as napkins, cups, plates & utensils.
- Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures, without the express permission of the Library Director or his or her designee.
- Equipment for the meeting rooms, such as the projector, screen, DVD/VHS and sound equipment may be used. Arrangements must be made in advance for assistance with technical equipment.

Approved by the Amery Area Public Library Board of Trustees, May 6, 2013.