

Palm Springs Library Meeting Room Policy

The Palm Springs Library Meeting Room is to be used primarily for library activities or library sponsored programs, or a government agency meeting or program. When not being used by the Library, nonprofit community groups are welcome to use the room for informational, educational, or cultural meetings during the hours the library is open to the public. All meetings and other uses of the meeting room shall be by prior reservation as described below open to the public, and be free of charge. No solicitation, sale or lease of products or services is permitted. The sole exception is for the sale of books and library materials or other Village surplus supplies, equipment or materials.

Regulations

1. The policy above shall be strictly observed in its entirety, along with these Regulations.
2. Groups may make two reservations at one time. Additional reservations may be requested after the initial programs or meetings have been held.
3. Reservations for use of the Meeting Room shall be on first come, first served basis, and meeting times are limited to the hours the library open and all meetings must end no later than 15 minutes before the library is to close. Reservations shall not be accepted more than three (3) months in advance, and the Library Director reserves the right to cancel any reservation without prior notice in the event of an emergency. Up to two reservations may be made at one time. Additional reservations may be requested after those two have passed. The Library Director may also limit the number of times any group may use the Meeting Room in any given month or year.
4. Food and beverages may be served, but the type of food and beverages, and location within the Meeting Room must be approved in advance. Cooking is not permitted.
5. Anyone using the room is responsible for the cleanup of the room. Food and trash must be bagged and disposed of properly in the large covered trash can provided in the meeting room.
6. No disruption of the Library will be tolerated. Those persons attending any meeting room activity are required to obey all library rules and regulations, and are subject to immediate removal from the Library, upon the requirement of the Library director or designee for violation of the rules and regulations, including these regulations.
7. Bonafide service dogs are always permitted. Other animals, based on size, temperament, and control factors, may be permitted with the approval of the Library Director or designee, and may be permitted as part of an authorized program.
8. Applications for use of the Meeting Room must be made in writing, on forms provided, at least one week in advance, and are subject to the approval of the Library Director or Assistant Director, based on adherence to the policy, past experience with the group, and appropriate size of the group for the room.
9. Any group using the room must designate a responsible person, who must agree to be responsible for adherence to the regulations and policy by the group, and who shall be liable to the Village for damage which occurs to the Village as a result of the use of the meeting room by the group.