

Edwardsville Public Library Meeting Room Rules

The following rules apply to meeting room use:

- 1) All applications for meeting room use must be made by a library card holding resident of the Edwardsville Public Library, age 18 or older.
- 2) The meeting room applicant and the group/organization which the applicant represents shall be jointly and severally liable for any breakage, damage or theft of any Library property caused by members or guests of the group/organization.
- 3) The applicant must be present at the entire meeting since he/she is one of the responsible parties.
- 4) When a group finds it necessary to cancel a meeting it should promptly notify the Library.
- 5) All meetings shall be open to the public. This in no way obligates the group/organization to notify the public of the meeting or specify in any publicity that it is open to the public.
- 6) No group/organization may charge an admission fee to the meeting, except for Library sponsored programs for which fees may be charged to defray expenses.
- 7) No smoking or alcohol is allowed in the meeting rooms.
- 8) Permission to use the meeting room does not constitute endorsement of the subject matter of the meeting, or the group/organization's beliefs and policies. As a result, publicity on non-Library sponsored meetings must in no way imply Library sponsorship.
- 9) Groups/organizations using the meeting rooms may not use the Library as their mailing address or phone number.
- 10) No group/organization may store equipment or materials in the Library, except on a temporary basis with the Librarian-Director's permission.
- 11) The Library is not responsible for the loss or damage to any equipment or materials owned or rented by a group/organization meeting in the Library.
- 12) Nothing may be attached to the walls or ceilings of the meeting rooms.