

Fenton Free Library Meeting Room Policy

Adopted: 1/17

Revised: 8/5/26

Approved by: Library Board of Trustees

The meeting rooms at the Fenton Free Library are primarily for the use of library programs that promote library services. The following policies do not apply to library events or sponsored library events held in library meeting rooms.

When meeting rooms are not in use by the library, the rooms are available on a first come, first served basis as specified in this document. Reservations are not required but are encouraged and can be made by calling the Library.

1. Meeting rooms of the Fenton Free Library are intended to meet general informational, educational, cultural, and civic purposes.
2. Under the following guidelines, Library meeting rooms are available at times and locations that do not conflict with daily operation of the library:
 - A. No fee is charged for those attending the meeting, but donations are welcome.
 - B. No sale of goods or services or the solicitation for future sales or services will be permitted. "Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. This includes the collection of "free will" offerings.
 - C. Library staff is permitted to observe or monitor a meeting at any time. The Librarian/Director is authorized to deny permission for use of the library room to any group that is disorderly or objectionable in any way, or that violates these regulations.
 - D. Children's groups under the age of 18 may be allowed use of the meeting room provided they are supervised by one or more adult sponsors.
 - E. Upon arrival, the applicant must check with the library staff in charge to gain access to the space.
 - F. Group representatives may not enter Library building, nor will deliveries be accepted, before regular opening time.
 - G. The meeting room must be returned to the condition in which it was found and must be completely vacated prior to the posted closing time, unless prior arrangements have been made with the Library Director.
 - H. Upon completion of the meeting, the user must check with the library staff member in charge to ensure that the premises used is in good condition at the conclusion of the reservation.
 - I. User is responsible for all damage to the room or its contents.
 - J. The Fenton Free Library reserves the right to limit future use of the space if the program or gathering is disruptive to the Library's normal course of business.
 - K. Food or beverages may be served in all public use meeting rooms. Beverages must have covered containers. No alcoholic beverages are allowed.
 - L. Fenton Free Library facilities are non-smoking.

I agree to comply with the above policy: Name: _____

Signature: _____