

<b>Title</b>	Meeting Room Use
<b>Policy Number</b>	
<b>Date Approved</b>	Dec. 2007
<b>Amended</b>	
<b>Prepared by</b>	Policy Committee - October 18, 2007

**PURPOSE:** To establish boundaries and priorities of meeting space which the library uses and or has access to.

**STATEMENT OF POLICY:**

1. The library does not have a meeting room separate from our library and within our control.
2. We use the Commissioner's Meeting Room and Caucus Room when and if it is available.
3. Since we use the Meeting Room and Caucus room at their pleasure from time-to-time re-scheduling of our planned activities may be necessary.
4. We also share these Meeting room with the local Police Force, and need to schedule our usage around their needs.
5. There are four tables in the library which may be used on a first come first served basis.
6. The hall ways and gazebo are not within our boundaries to monitor or regulate.

