

USE OF MEETING ROOMS

The meeting rooms available in the Spring Hill Library are offered primarily to support library programs and functions which further the mission of the library.

The library is prohibited by the City of Spring Hill, owner of the library building, from offering the use of the rooms to organizations not associated with the library, unless the usage will support the library's mission. The Library Director determines the appropriate use of the meeting rooms. If an organization takes exception to a decision by the Library Director, an appeal may be made to the Library Board Chair.

Meetings must be open to the general public. Meeting rooms are not available for private meetings or functions such as parties or play groups. The library reserves the right to have a staff member present at any time during the meeting. The library does not advocate or endorse the viewpoints expressed during meetings or by meeting room users.

Meeting rooms may not be used for commercial purposes, for the solicitation or development of business, or for profit. Non-profit groups may not ask for contributions or take up collections at meetings held in the library. No selling, solicitation, or taking of orders may occur without written permission from the Library Director. No admission may be charged for programs held in the meeting rooms.

Groups using the meeting rooms are required to set up their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. It is the responsibility of the group to plan for its own needs. The library may have equipment (such as laptops, projectors, pointers, markers, etc.) available for use, but the availability is subject to budget restraints, and the availability cannot be guaranteed. Staff may not be available to assist with equipment. Groups are responsible for paying for the replacement or repair of lost, stolen, or damaged equipment.

Meetings should end no later than 30 minutes before closing and the meeting room should be cleaned up no later than 15 minutes before closing.

Spring Hill Public Library

MEETING ROOM GUIDELINES

- All reservation requests are subject to library approval.
- An active Spring Hill Public Library card is required to reserve a library space.
- Reservations should be submitted at least two weeks in advance.
- Reservation requests can be placed up to 12 weeks before the needed date.
- Organizations are limited to two reservations per week, no more than four hours per reservation.
- If your organization will not make your reserved time, you are responsible for contacting the library to cancel. Organizations who reserve a space but fail to show up twice will no longer be allowed to reserve library spaces.
- Organizations are responsible for their own equipment needs. A valid library card is required to checkout library equipment.
- Organizations using the meeting spaces are required to set up their meeting, return furniture and equipment to its original location, take out the trash, and leave the room clean and in good condition within their reserved time.
- The library reserves the right to reassign an organization to a different space or date if the space is needed for a library event.
- Organizations who fail to comply with any policy or guideline may lose reservation privileges.