



Herrick District Library
300 S. River Ave.
Holland, MI 49423

MEETING ROOM BOARD POLICY

The Library provides meeting rooms to support the exploration of ideas and enriching experiences that are the Library's mission. The primary intent of the meeting rooms is to provide space to implement the regular Library program. Not-for-profit organizations in the community are encouraged to use the meeting rooms to provide programs open to the general public that are educational, cultural, or civic betterment in purpose. The use of the meeting rooms by outside organizations does not imply endorsement of the organization or its programs by the Library.

The Library's meeting rooms shall be available for use free of charge. A charge shall be made for use of the Library's audiovisual equipment and attendant support.

Organizations may not use the meeting rooms in such a manner as to monopolize them.

Fees may not be charged nor fund raising events held in the meeting rooms. Continuing education workshops may charge a fee to cover the costs of supplies.

Smoking and alcohol are prohibited in the Library.

Organizations using the Library's meeting rooms are liable for any damage or soiling to furniture and fixtures. Use may require liability and damage protection as determined by the Library Director or the Director's representative.

The Library Director is authorized to develop guidelines and procedures to implement this policy.

Revised/ adopted by Board on June 21, 2007