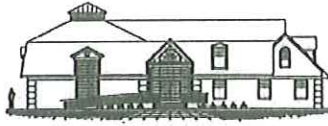


R I V E R D A L E
Public Library



MEETING ROOM POLICY

Meeting rooms are available in the Riverdale Public Library, during library hours, primarily to support library programs and functions that further the goals of the library. When not being used by the library, the rooms are available to Riverdale related groups. In accordance with the American Library Association's *Library Bill of Rights* and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

Fees, rules and procedures for use of the meeting room are established by the Library Board of Trustees and are periodically reviewed. A copy of the fee schedule, rules and procedures will be provided with the application for meeting room use. A completed and signed application accompanied by required fees and insurance certificates must be returned to the Library Director at least one week prior to a Library Board of Trustees Meeting. The Meeting Room may be reserved up to ninety (90) days in advance.

Groups using the meeting rooms are required to set up for their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. The library cannot supply consumable supplies or equipment for meetings.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Riverdale Public Library of the activities that take place in the meeting rooms or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library or Borough in any advertising or publicity.

No selling, solicitation, or taking of orders may occur without written permission from the Library Board of Trustees. No admission may be charged for programs held in the meeting room. Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room. A library staff member may be present at any time during the meeting.

Meetings shall not exceed established maximum room capacity as defined by the Riverdale Fire Marshall and posted in the meeting room.

Approved by the Riverdale Public Library Board of Trustees
February 11, 2002