Merced County Library
Meeting Room Policy
For
Organizations and Agencies

1. All meetings and programs must be open to the general public and with no admission fees. No dues, donations nor registration fees may be collected. Funds may not be solicited and there may be neither sales nor advertisements of a commercial nature. These facilities may not be used for meetings which are religious in their purpose.

2. These facilities may not be used by any group whose activities are illegal or for purposes prohibited by city or county ordinances, or by state or federal law. The fact that a group is permitted to meet in the County Library does not in any way constitute an endorsement of the groups' policies or beliefs.

3. To assure all organizations or groups an equal opportunity, none may schedule a regular series of meetings except for bona fide governmental agency/department sponsored activities. Meetings may not be scheduled more than three months in advance. Only one meeting may be booked at a time. A meeting must be held before another by the same organization or group may be booked. The meeting room application must be signed at least one week prior to the meeting or the reservation will be subject to cancellation.

4. Meeting rooms are available during library hours.

5. Youth groups must have one adult chaperone for every 25 minors.

6. NO SMOKING in any part of the library is allowed including the meeting rooms.

7. Light refreshments, i.e. coffee, tea, cake, sandwiches, cookies, may be served.

8. No alcoholic beverages are permitted in the meeting rooms.

9. County insurance does not cover exhibits or materials brought into the library. The County assumes no responsibility, provides no supervision for groups using the meeting rooms and takes no messages.

10. Rooms must be left clean and neat.

11. Groups need to bring any needed equipment. The only chairs and tables available are those in the room. Additional chairs, tables, extension cords, etc. may not be requested as the library cannot supply them.

12. Groups using the Library's facilities will be held responsible for all Library property.

13. Groups are not to use the emergency exits nor tamper with the alarms.

14. The library reserves the right to deny use to organizations that have disregarded the rules or disrupted library functions and to bill for any damages.

Revised by:
Merced County Library Advisory Commission
Date: October 22, 1987
Approved Board of Supervisors
Date: November 10, 1987