



Clearview Library District Meeting Room Policy

The meeting rooms at the Windsor-Severance Library are designed primarily for library-sponsored programs and meetings. When not reserved for these activities, they are available to the public for use.

As recommended by the American Library Association, library meeting rooms are open to all organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities.

Library meeting rooms are also available to commercial for-profit organizations for meetings and workshops.

The meeting room may not be reserved for social gatherings such as receptions, showers, birthday parties, dances, etc.

Permission to use the meeting room does not constitute an endorsement of any individual's or group's policies or beliefs. All those using library rooms are expected to adhere to the library's [code of conduct](#).

In special situations, the library maintains the right to change or cancel reservations as needed in order to support library operations.

The library director will ensure that procedures, restrictions, and reasonable fee structures governing the use of meeting rooms will be created, maintained, and posted.

Open Meetings

All library-sponsored activities are free and open to the public. Library programs are sometimes targeted toward age-appropriate or other specific audiences, such as storytimes. There is no such requirement for meetings initiated by the public. A meeting can be restricted to select individuals, see the section on Equal Opportunity below.

Equal Opportunity

Activities taking place in the meeting rooms must not be closed to any person due to age, gender identity, race, religion, national origin, disabling condition, or any other legally protected category. The library is a public space. In accordance with our mission, we encourage all groups to use our meeting rooms. If the meeting is not advertised as being "open to the public," groups using the meeting rooms have the right to limit

attendance with the exception of legally protected categories. Library staff cannot be expected to enforce or ensure the privacy of any meeting.

Liability

All organizations or groups shall indemnify, defend and hold harmless Clearview Library District, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the user which results in personal injuries, or property damage arising from the user's use of a library meeting room.

The applicant and/or organization will be jointly and separately liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.

The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting or study rooms.