

Public Meeting Room

Independence Public Library has one meeting room available. Businesses and civic organizations may reserve the rooms for internal employee training, or for programs offered as a service to the public at large, for noncommercial purposes.

Space is available during regular hours of the library only regardless of beliefs or affiliations of the users.

The meeting room may not be used for any unlawful purposes.

No fee, admission charge or donation is permitted for entrance into any event. Fees may be charged only to cover the actual expense of materials/supplies used during the meetings. No products or services may be advertised, solicited or sold.

No display, banners, charts, decorations, etc. will be attached to the walls or ceilings.

No display, banner or advertisements will use the library telephone number as a contact point, nor identify the library as a sponsor. Library staff will not handle phone calls or messages for persons utilizing the space.

Rules for food and beverages are as follows:

Food or non-alcoholic beverages may be served, but no cooking may be done on the premises and no flames are allowed. Food already prepared in slow cookers or roasters is allowed.

Reservations may be made up to 6 months in advance and as short as 24 hours prior. Groups are limited to scheduling 3 meetings at a time.

Those using the meeting spaces are responsible for setting them up and returning them to the designated configuration before leaving the building. They are responsible for clean-up, trash removal and all damages incurred. Sweeping and vacuuming are not necessary unless there are spills or out of the ordinary debris. Cleaning supplies are available upon request.

The Library is not responsible for lost or stolen items.

The number of persons in the room may not exceed the occupancy as set by the fire department.

Exceptions to these policies are permissible only by approval from the Library Board.

Users of the meeting room may use the ceiling-mounted projector, smart board, TV, and DVD player which are in the room. No technical support is provided. Users must supply their own laptops for PowerPoint or similar presentations.

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