MILFORD PUBLIC LIBRARY
MEETING ROOM POLICY

The Milford Public Library meeting room is offered as a service to the community and is intended to support local non-profit groups in their educational, informational, and cultural enrichment. The room is available at no cost for programs and meetings, subject to the following guidelines:

1. Use of the library meeting room must be approved by the library director.
2. With the exception of library programs, the library meeting room is available on a first-come, first-serve basis and should be scheduled several days in advance.
3. The library meeting room is available only during the open hours of the library unless special arrangements are made with the library director.
4. Profit-oriented groups are welcome to use the meeting room for employee enrichment and public courtesy service only. Use of the facilities for business procurement and financial gain by individuals, organizations, or businesses is prohibited.
5. Use of the library meeting room for political or partisan events is not permitted.
6. No religious services or meetings shall be held in the library meeting room.
7. Smoking is not permitted in the library meeting room.
8. Each organization assumes full responsibility for any damages incurred from the use of the meeting room. Abuse of the facilities will be cause to deny further use.
9. Light refreshments are permissible.
10. Groups are responsible for cleaning up after their meeting.
11. The library is not liable for injuries to people or damage/loss of property of organizations using the meeting room.
12. Granting the use of its meeting room does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.
13. Failure to abide by any of these rules or to cooperate with library staff may result in loss of meeting room privileges.

I have read and understand the above policy and I am requesting the meeting room for the following date on behalf of the following group:

Name of group/organization: _____

Meeting date and time: _____

Signed: _____ ***Date:*** _____

Print Name: _____ Phone: _____

Adopted 12/19/2005

Reviewed 10/21/2019