

MOORE FREE LIBRARY

Room Reservation Policy

Guided by the American Library Association's Library Bill of Rights, we endeavor to make exhibit spaces and meeting rooms available for public use on an equitable basis, without regard for users' beliefs or affiliation.

The Moore Free Library welcomes the use of its meeting rooms by responsible individuals and groups. However, authorization for the use of the Library space shall not be considered an endorsement of or approval of the activity, group, or organization, nor the purposes they represent.

Both meeting rooms (Crowell Gallery, Computer Room) are available for use during open library hours. Neither room is private. Meetings should be publicly oriented, informative, and educational. As rooms are open to the public, they may be monitored by the librarian to ensure compliance.

Admission charges or donations are not permitted.

Meeting rooms may be available for use outside open library hours with prior approval of the librarian and with arrangements made for opening and closing the library for the meeting.

The following are always prohibited, as is conduct or use promoting:

- hate speech
- identity-based discrimination
- dangerous or illegal activity-unsafe or threatening conduct
- political campaigning or fundraising

Consumption of alcohol or illegal substances in the library or on library grounds is not permitted. Groups or individuals wishing to serve or consume food or beverages must obtain permission from the librarian, and this permission is given entirely at the librarian's discretion.

Adopted 4/20/2022

ROOM RESERVATION/PROGRAM REQUEST FORM

I am requesting space for: _____a meeting for my group_____a public program

Name of person making request: _____

Phone: _____ Email: _____

Name of group or organization: _____

Date requested: _____ Start time: _____ End time: _____

Description of program or meeting: _____

Anticipated number of attendees: _____

_____I understand that the maximum room capacity at the Moore Free Library is 25 people.

_____I would like to borrow the MFL digital projector and/or speakers.

_____At the conclusion of the event, I will return the room to its original condition and clean up and remove all trash from the premises or pay a \$50 cleaning fee.

_____I will be responsible for advertising my event.

_____I would like MFL to post the event on its website.

_____I have obtained all required liability insurance to cover personal injury and damage to the premises and I hold Moore Free Library harmless.

Signature of Requester: _____Date Signed: _____

-----Do not write below this line-----

Approved? _____Yes _____No Date of Decision: _____

Reason:

MFL Signature: _____ MFL Name: _____