

**CHAMPLAIN TOWNSHIP PUBLIC LIBRARY
MEETING ROOM POLICY**

**MOTION # 24-06
MOTION # 19-08
MOTION #25-11
MOTION #23-14
MOTION #14-17
MOTION #09-20**

**Adopted May 25, 2006
Amended April 23, 2008
Amended May 25, 2011
Reviewed April 16, 2014
Reviewed March 22, 2017
Reviewed Feb 18, 2020**

Meeting Room Availability

The meeting room is available for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to other groups and organizations.

Charges for Meeting Room

A fee of \$25 per time (maximum 3 hours) will be charged to any profit-making group or organization to use either the meeting room or other library facilities. (Motion #15-05 March 16, 2005)

Clean-up and responsibility

Any clean-up needed after using the library's meeting room is the responsibility of the group using the Meeting Room.

Any damage done to the library's meeting room is the responsibility of the group using the Meeting Room.

Agreement between the user and Champlain Library

Before using the library's meeting room an agreement must be signed between a representative of the group and the Head Librarian of Champlain Library which will include those items stated in the policy which are pertinent to the group using the Meeting Room.