

CARROLL COUNTY LIBRARY SYSTEM

GUIDELINES FOR THE USE OF LIBRARY MEETING ROOM

The Board of Trustees of the Carroll County Library System is aware of the need for accommodations desired by various organizations within the county. Therefore, the board feels that making available the following accommodations to the public is an additional or bonus service that the library may render to the residents of Carroll County.

I. Authorized accommodations of library

The Board of Trustees has authorized the use of the library meeting rooms for public gatherings of the following organizations:

- A. Civic organizations
- B. Cultural organizations
- C. Educational organizations
- D. Charitable organizations

II. Other authorized accommodations of library

- A. Art exhibits such as paintings, pottery, etc.
- B. Collections of an educational or cultural nature
- C. Disclaimer: Neither exhibits nor collections showcased at the library may be housed permanently at the library nor offered for sale on library premises.

III. Unauthorized accommodations of library

As per library policy, the library may NOT be utilized or reserved for use by any organization or sponsored event as listed below:

- A. Church or religious organizations
- B. Commercial, political, or partisan meetings
- C. Private social affairs

IV. Permission to reserve the library

- A. Permission to reserve the library meeting room must be obtained from the librarian and the reservation form completed, signed, returned, and authorized for use by the library board.
- B. Library functions will take precedence over other requests for reservations.