

Meeting Room Policy

The library has two meeting rooms that are used for library sponsored events as well as for community events (see criteria listed below). Scheduling of all programs and meetings requires the approval of the Library Director or a designated staff member.

Named in honor of Louise Klumpp, a long-time library supporter and active officer in the Friends of the Library, the **Klumpp Meeting Room** is located in the lower level of the library. Refurbished in 2012, the room has tables, chairs, new lighting options and a 65" LCD television mounted on one wall.

The **Lowell Room** is located on the main level. In 2013 this space was reclaimed to serve a dual purpose as a reading/meeting space. When the room is not specifically reserved for a meeting it is open to the public to be used for reading and studying. There is a 42" LED television that is available for groups to use.

- Library-related activities will be given preference for use of the rooms. Library related activities may include: library sponsored adult and children's programs; and meetings or programs of the Friends of the MPL; MPL Board of Trustee committees; the MPL Development Fund, Inc.; local, regional and statewide MPL affiliated library organizations; and other library support organizations.
- Non-profit groups can apply to reserve the meeting rooms for one-time events or short term multiple events after completing the Application for Room Use and the Release and Waiver of Liability and Indemnity Agreement forms. Name, contact information and purpose of meeting must be completed for the application to be considered.
- Fire Code regulations limit the number of persons in the Klumpp Room to eighty (80) and in the Lowell Room to twenty (20).
- Light refreshments, excluding alcoholic beverages, may be served.
- Smoking, including vapor, smokeless or electronic cigarettes, is not permitted.
- Per our Solicitations Policy, solicitations and canvassing (petitioning or distributing written materials or soliciting for political, charitable or religious purposes) of the public or staff is not permitted on Library property. Exceptions may be made for fundraisers sponsored by the Friends of the Library, the local schools, or non-profit organizations with which the library works closely.
- The organization or group using the meeting room will be responsible for setting up the room according to its own needs and restoring the furniture and the room to the order in which it was found.
- Room use, including set-up and clean-up, must take place during library operating hours.
- An adult attending a meeting or a program in either meeting room and accompanied by a child (or children) under the age of 11 must keep the child (or children) with them.
- No program in the Library may be broadcast or televised without the permission of the Library Director.
- All groups using the Library are required to complete the Room Use Form telling the Library how many people attended the meeting.

The Library Director may deny use of the meeting room to any group that fails to comply with these rules.