Meeting Room Use Policy

Statement of Policy: It is the policy of Hay Memorial Library that facilities will be made available for use by non-library organizations as herein provided. Use of the Meeting Room by non-library organizations will be authorized only when such use does not infringe upon, delay, or conflict with library purposes or mission statement.

Mission Statement

It is the mission of Hay Memorial Library to provide open access to knowledge, cultural, educational, and artistic events, in a welcoming place where all can explore, collaborate, gather, and connect.

The Meeting Room will generally not be available during periods of library closure and during periods when library resources are unavailable.

- The room is available to individuals or organized groups in the library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

- Library programming will have priority in room use.

- Hay Memorial Library will strictly enforce the prohibition of activities that conflict with Federal, State, and local laws and building regulations. Hay Memorial Library maintains a policy of non-discrimination with respect to race, religion, gender, national origin, political affiliation, marital status, disability, or sexual orientation in compliance with all Federal, State, and local laws. The library reserves the right to refuse facility use for reasons as outlined above or for activities that conflict with library objectives.

- The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Board.

- The room may be reserved no more than ninety days in advance, but no less than 48 hours in advance.

- There will be no charge for use of the meeting room. The meeting room may be used only during operating hours.

- No admission may be charged by the group reserving the room.

- Refreshments may be served and shall be provided by the group with prior approval from the Library Director. No smoking is allowed.

Effective: June1, 2026 Revised

- The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

- The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

- The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.

- Groups utilizing the space are responsible for cost incurring damages.