

**MABEL C. FRY PUBLIC LIBRARY**  
**MEETING ROOM RESERVATIONS AND USE POLICY**

Revised 2009, June 2013, October 2018, July 2021, January 2026

## POLICY

1. The library meeting rooms shall be reserved for the library to extend and promote Library service and programs and for educational, civic and professional groups and organizations in Canadian County. The library does not advocate or endorse the viewpoints or products offered by groups using the meeting rooms.
2. The library will not reserve the meeting room for:
  - a. Groups charging admission without authorization from the librarian or Library Board.
  - b. Non-library related groups planning purely social functions
  - c. Activities likely to disturb regular library functions
3. Any group denied use of the meeting room may appeal to the Library Board for reconsideration by submitting a written request to the library, including name and description of the organization and purpose of the proposed event. The organization will be advised of the Board meeting date for the review of the request.
4. Library meeting rooms are available for use during normal operating hours only. Room must be vacated 15 minutes prior to library closing time.

## RESERVATIONS

1. Advance reservations must be made using the online booking software or with the library staff.
2. In order for a reservation to be confirmed, the appropriate form must be completed and the appropriate fee, if any, deposited at the library.
3. Library-related usage of the meeting rooms will be given priority. Reservations may be cancelled at any time for Library use with the option to reserve the room at a different time. Notice of cancellations will be given in advance by library staff.

## RESERVATION PROCEDURES

1. A representative of any group wanting to reserve the meeting room may contact the library to check the availability of the room requested. If the group chooses to make a reservation, a representative of the group must complete the online form and sign the required Meeting Room Reservation Policy.

2. A library staff member, using the reservation request form, obtains from the representative the necessary information allowing him/her to make a decision as to the eligibility of the group for use of the room.
3. Meeting rooms can be reserved for individual or recurring events, if there is availability. Meetings cannot be scheduled for more than 60 days in advance.
4. Events are to be cancelled as soon as it is clear that cancellation is necessary. The agency or staff member responsible for scheduling the programs is asked to notify the library no later than 24 hours before the scheduled date. Recurring events will be cancelled, without notification, if the agency or staff member fails to notify the library of cancellations twice. Room reservations will be forfeited for the day if the reserving group is 10 minutes or more late without notifying library staff.
5. A representative of each group is asked to check in with library staff upon arrival and departure.

## FEES

1. No fees will be charged to library, library-related groups (Ladies Library Club, Friends of the Library, Library Board) or other city departmental groups at any time.
2. No fees are charged to non-profit civic, professional, and educational organizations for use of the meeting rooms. Groups meeting that do not meet the previously listed categories will pay \$10 per meeting/event. Proof of non-profit status may be required at time of reservation.
3. Any group serving refreshments will pay a \$10 fee. This is in addition to the \$10 rental fee.
4. All fees are non-refundable and due at the time of the reservation. Payments will not be accepted prior to the reservation date/time.

## REGULATIONS

1. All groups accept responsibility for the repair, replacement or professional cleaning charges for any damage to facilities. The person representing the group by signing the reservation form will assume the responsibility of any charges.
2. Use of electrical or other equipment must conform to normal fire and safety standards. Library staff must approve electrical equipment brought in by a group.
3. Use of alcoholic beverages, tobacco products, vaping, and illegal substances are not permitted in the Library or meeting rooms.

4. In meeting room "B", groups may use available facilities to prepare light refreshments which require no cooking. Groups using the facilities are required to wash dishes and flatware and to clean kitchen equipment used.
5. No tipping or other payment to library personnel is permitted.
6. Any rules posted in the meeting room will apply regardless of the policy.