

**Emporia Public Library
Meeting Room Policy
Approved by the Library Board January 9, 2020**

It is the policy of the Emporia Public Library, as part of its information mission, to provide meeting-room space for meetings and programs of a civic, cultural, educational, and/or recreational nature. The use is to be on an occasional basis, as it is not the intent to provide space to support the primary activities of a group or organization on a regular basis.

All meetings held in the library must be open to the public and free of charge. They must take place within usual library hours and must end 15 minutes before the library closes. Attendance is limited to the official room capacity approved by the fire marshall. Meetings may not disrupt the use of the library by others, and persons attending the meetings are subject to all library regulations and policies.

First priority for use of the meeting rooms will be given to library-produced or library-sponsored programs. The right to revoke permission to use a meeting room is reserved if the room is needed for library purposes.

Only Emporia Public Library programs and Friends of the Library-sponsored programs may offer goods for sale and all proceeds must directly benefit the library. Meeting rooms may not be used for commercial purposes.

The use of a meeting room does not necessarily indicate the library's endorsement of the beliefs or ideas expressed by those using the room. Meetings may not be publicized in a manner that suggests library sponsorship or affiliation.

The final decision on the scheduling of a meeting or program in the library rests with the library director.