

## **Meeting Room Policy**

The Hudson Area Association Library building exists primarily for Library programs and services. Other responsible entities may request use of library rooms for meetings that occur when the library is open. Permission may be granted at the discretion of the Library Director. The Director's denial of a request may be appealed to the Library Board through the Board President.

- The meetings should be in keeping with the Library's mission.
- The Library does not advocate or endorse the viewpoints of meetings or users.
- Children must be supervised by at least 1 adult or every five children.
- The meetings must not conflict with Library programs or services
- The meetings must not conflict with previously scheduled events.
- No fee can be charged for the event.
- Meetings must be open to the public.
- Individuals benefiting financially or being paid for their time using the meeting room must pay for their use of the space unless it is a library sponsored program or one that is open to all of the library's patrons.

Any entities that have meetings that are not free or not open to the public must pay for the use of the space. A reasonable fee is \$125 for up to 4 hours of use.

Meeting rooms are not available when the library is not open and must be vacated 15 minutes prior to the library closing.