

## **Meeting Room Policy**

1. The primary purpose of the Carnegie Public Library Meeting Room is to provide space for library programming and library-sponsored programming. To that end, library programming takes priority over any other use.
2. The meeting room will only be available during the Library's normal business hours.
3. Non-profit organizations may use the room at no charge.
4. For-profit organizations may use the meeting room for a fee of \$25.00 for four hours or less and \$50.00 for more than four hours.
5. The meeting room is not available for use by private individuals for parties or other recreational activities.
6. Any questions regarding the eligibility of an organization or type of program will be referred to the Director.
7. Use of the library equipment located in the meeting room is at the discretion of the Director.
8. The library may refuse Meeting Room use requests that would be disruptive to library operations.