Organizer/Primary Reservor:_____ Date(s) of Reservation:_____

Pine River Public Library Meeting Room Policy (updated 11/3/2025)

The meeting rooms is designed to meet general informational, educational, cultural and community needs, including activities such as discussion groups, panels, lectures, conferences, seminars, displays, and films. Any gathering must not interfere with the Pine River Public Library's primary functions.

1. **Who May Use Meeting Room:**
   The use of the meeting room is free and shall be open to all groups and citizens on an equal and equitable basis. The library does not advocate or endorse the viewpoints of meetings or meeting room users.
   a. Non-profit groups (501c3 or related) may use meeting room without payment of fees. They must allow the general public access to their meetings and may not charge admission fees.
   b. Governmental agencies or officials may use meeting rooms without fees and may close the meeting to the public as the law may permit.
   a. For-profit enterprises may use the meeting room for education and training, but may not sell or dispense their product, distribute advertising, or schedule appointments for follow-up sales. "Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. This includes the collection of "free-will" offerings.

2. **Scheduling of Meetings:**
   a. The meeting room is only available during the regular Library hours, except under special circumstances after review by the library's Branch Manager. Use outside of regular library open hours must pertain directly to Pine River Library and/or Kitchigami Regional Library System business and must be attended by at least one current Pine River Public Library staff.
   b. Meetings may be scheduled up to 60 days in advance by contacting Pine River Library Staff. Date and time are available on a first come, first served basis. No group has an automatic right to a certain date on a regular basis. After 15 minutes, a group's reservation may be forfeited if it fails to appear as scheduled.
   c. The purpose of the reservation must be stated at the time the space is reserved.
   d. The library reserves the right to reschedule any group if the meeting room is needed for library purposes.

3. **Use of the Meeting Room:**
   a. All activities must be supervised on premises by at least one adult at all times.
   b. Library staff shall not be responsible for the physical arrangement of the meeting room or arrangements for refreshments. Tables and chairs are provided in the facility. The meeting room must be returned to its original condition and arrangement. Charges will be assessed for cleaning required, or damage incurred, during the use of the meeting room. Failure to pay such charges will result in the denial of meeting room use in the future.
   c. Groups who use the meeting room(s) may serve food and refreshments. Smoking, serving or consuming intoxicating beverages, and gambling activities in the library are prohibited. No lighted candles of any kind are allowed on Library premises. Ask the librarian about the use of the library's supplies.

4. **Responsibility:**
    a. The Library is not responsible for any loss or damage suffered by meeting room users or their guests. The applicant is responsible for any loss or damage to library equipment, property, or furnishings arising out of meeting room use. Permission to use meeting rooms may be withheld from groups failing to comply with Meeting Room Policy and from any group that damages the room, flooring, equipment, furniture, or causes a disturbance.

5. **Indemnification:**
    a. The Library shall not be identified as meeting room user's address or office. The Library will not receive mail on behalf of the user or keep any materials, equipment, or personal property of the user. The Library's telephone number will not be used or listed as the user's telephone number. The fact that a group is permitted to meet in the public Library does not constitute an endorsement by the Library of the group's beliefs, policies or programs. Any printed publicity should include, "This program is not sponsored by the Pine River Public Library."

6. **A/V Use:**
    a. Groups wishing to use the Library's audio/video equipment may ask for more information from Pine River Library staff. The Library is not able to assist with audio/video setup or troubleshooting.

7. **Occupancy:**
    Meeting Room has multiple tables, is equipped with a small kitchen (mini fridge, sink, microwave), and can hold a maximum of _____.

Purpose of Rental: _____

Date(s) of Reservation: _____

I understand that failure to comply with the rules above may result in the forfeiture of my damage deposit and/or termination. I have fully read, understand, and agree to abide by all the terms and conditions of this agreement.

Print Name: _____

Address (Street, City, State, Zip): _____

Phone: _____ Email: _____

Signature: _____ Date: _____