

**MEETING SPACE POLICY
PERU FREE LIBRARY**

The library is available as a meeting space for organizations and interest groups.

The use of meeting space cannot interfere with the day-to-day operation of the library. Meetings can be held during library hours, but the space must remain open for patrons to access library materials.

To reserve the space, the group or organization must provide a contact person and a telephone number.

Scheduling and meeting group size will be left to the discretion of the library director in accordance with the ALA Code of Ethics.

The library space cannot be used for commercial activity.

Whether library personnel need to be present at the time of the meeting will be left to the discretion of the library director.

Organizations will be responsible for any damage that occurs during their use of the library.

Name of Organization _____

Contact Person _____ Phone Number _____

Date of Use _____ Hours of Use _____

Signature of Contact Person _____

Adopted by the Library Board of Trustees: January 16, 2019