

## **Peck Memorial Library**

### **Meeting Room Policy**

The Meeting Room of the Peck Memorial Library is to be use for programs and/or meetings with priority given in the following order:

1. Library sponsored
2. School related
3. Meetings of local non-profit organizations

The Meeting Room will be available only during regular library hours. Scheduling will be through the Library Director on a week to week, "first come, first serve" basis.

All groups utilizing the facility are expected to return the room's tables, chairs, and any other moveable items to their original places. In addition, any and all food or drink items will be removed from the room and the refreshment area cleaned and left in an orderly manner.

The Peck Memorial Library Board of Trustees reserves the right to review and approve any and all requests for Meeting Room use.

Approved by the Peck Memorial Library Board of Trustees 7/18/2006