

Chariton Public Library

Meeting Room Policy

(REVISED 11/13/2025)

(REVISED 1/13/2022)

(Approved 1/5/2017)

The Library is a destination where patrons can find unique programs, services and resources to enrich their lives, as well as opportunities to connect with others. The Library Meeting Room is a multipurpose space in which people of all ages, cultures, backgrounds and interest groups can create meaningful experiences, appreciate special interests, and exchange information.

The Meeting Room will be used for non-profit activities which allow local residents access to artistic, historical or educational content which might otherwise be unavailable to them. Library activities take priority in the scheduling of the room.

No admission may be charged for programs given in the Library's meeting room.

No products, memberships or services may be advertised, solicited, or sold by any individual or group, with the following exceptions:

- The City of Chariton, The Chariton Public Library, The Friends of the Chariton Public Library, The Chariton Public Library Foundation, Lucas County Government, The Lucas County Genealogical Society
- Other agencies, organizations, and educational institutions whose content aligns with the Library's mission and goals, and with prior permission of the Library Director.
- Authors, Performers and Artists may sell their own works during programs in the library under the following conditions:
 - The Library Director approves all requests for sales in the Library.
 - All items sold in the Library must align with the Library's selection policy.
 - The Library pays no fees for those authors, performers or artists to present a program in the Library.
 - All advertising for sales is the responsibility of the group or individual unless the Library has sponsored the program.
 - Library staff will not sell items or handle money for individuals or groups unless the Library is sponsoring the sale.

There is **no rental fee** for use of the meeting room, but the Library reserves the right to assess a cleanup fee.

Reservations for use are appreciated and the only way to ensure access to the room when needed.

Use of any electronic equipment, whether Library property or personal property, during an event requires prior approval from the Library Director.

Event attendees are reminded that the meeting room is under continuous recorded video surveillance, and that damage to any Library property will result in replacement costs assessed and possible criminal charges. **See Library Surveillance Policy.**

Food and drink **are** permitted in the room. At the close of the event, the furniture must be returned to its original position and the room must be clean. No trash may be left on Library premises.

The Library is not responsible for belongings left in the room. The Library does not assume any liability for groups or individuals attending an event in the Library meeting room.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement by the Library of the group's policies or activities.