

Mexico Public Library
Library Meeting Room Use Policy

The Board of Trustees of the Mexico Public Library encourages community groups and non-profit organizations to use the Robert E. Brown Room, located on the 2nd floor of the Library.

General Guidelines:

The Brown Room at the Library is meant to be used for informational, educational, cultural and civic needs of the community. The use of the meeting room does not constitute the library's endorsement of viewpoints expressed by participants in the program. Advertisement or announcements implying such endorsements are not permitted.

The Board of Trustees has the right to deny utilization of any space in the library if it is deemed to be inappropriate.

Commercial use of the library is prohibited. Solicitation, admission or other charges, money-raising activities, and/or sales are not allowed.

Private use of the Brown Room for birthday parties, showers, family events, etc. is not permitted.

Brown Room may not be used for religious services or political campaigns (religious study groups and political forums are permitted).

No more than 49 people are permitted in the Meeting Room at one time by order of the Village Zoning Officer.

Neither smoking nor the use of alcohol is permitted.

There is no charge for the meeting room by non-profit groups, though a donation to offset costs of heating, electricity, etc. would be accepted and appreciated.

Groups must provide their own meeting supplies. The library is not responsible for the loss of personal items, equipment or displays used by groups.

Food and drink is allowed as long as all is cleared and cleaned after the event.

Library needs will preempt any other scheduled event.

There is no telephone service. Library staff is not available to accept calls or relay messages except in emergency situations.

Requests for using of meeting room may be made by contacting the library and will be honored on a first come, first served basis.

To reserve the meeting room, the person in charge must be over 18 years of age.

The person requesting the use of the room must pick up the key at the circulation desk and sign the reservation book.

Reservations are accepted up to two months in advance.

The group shall be responsible for cleaning the area used, setting the thermostat according to posted directions, closing all windows, turning off lights and locking the door. If after library hours, the front door should be locked and keys put in book return.

Sponsoring groups using the meeting room will be responsible for any damage to library property should such occur.

Please note: Library space on the first floor is restricted to library functions or groups affiliated with the Library not for general community meetings.

Revised May 9, 2017

Adopted by the Mexico Public Library Board of Trustees May 9, 2017