



Meeting Room Use Policy

Policy:

Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Director of Library Services.

The library is unable to provide storage for any group.

It is the responsibility of the applicant to provide necessary equipment if it is not available at the Library.

Applicant is responsible for supervision of all children.

Applicants may not tape or tack anything to walls or doors.

The library is a smoke-free facility.

Failure to comply with the Meeting Room Use Policy will result in withdrawal of meeting room use privileges.

The Applicant and the organization he/she represents agree to pay for any special maintenance or security required, as determined by the Library.

Applicant and his/her organization agree to pay for damages to the meeting room or to Library property resulting from meeting room use.

Payne Theological Seminary and Reverdy C. Ransom Memorial Library staff assumes no responsibility for the loss, theft or damage of any property of any group, individual or organization using library facilities.