

Meeting Room Use

A member of the group must fill out a request form to use the room. At least one member of the group must have a Silvis Library card in good standing. If a schedule of several meetings is set up in advance, one form can cover all the scheduled meetings.

The Board reserves the right to refuse any group the use of the meeting room. Public meeting room use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.

Use of the meeting room for Board meetings or library functions takes precedence.

The meeting room may be used by civic, cultural, and educational organizations for meetings. No political events or meetings. No meetings in which a product or services are sold, or in which admission is charged.

The meeting room may be used only on days or evenings when the library is open for business or at other times by special arrangement. Meetings must end 15 minutes before closing time.

The room may be used for meetings only - not for parties, receptions, dinners, etc.

Users must provide all their own meeting supplies including paper products, kitchen utensils, coffee, etc.

Light refreshments may be served.

Room must be left in an orderly condition.