



Public Meeting Room Use Policy

The Logan Public Library provides a meeting space with a kitchenette for use by staff & members of the public as a service to the community. Maximum occupancy of this space is 12 individuals.

Use of this space is available free of charge, during regular library hours only. Patrons may make use of this space for personal meetings, educational events, meetings by non-commercial civic groups, & for other reasons at the discretion of the Library Director & the Logan Public Library Board of Trustees. Priority for use of this facility will belong to events planned & hosted by the Logan Public Library, followed by events that are related to the mission & goals of the Logan Public Library. All other requests will be considered based on availability.

Use of the library meeting room space by individuals or groups does not constitute endorsement of the mission of the organization hosting the event, or the information or ideas presented during the event.

The Logan Public Library & the City of Logan are not responsible for accidents, injury, or loss of individual property that may occur while using the provided meeting space.

Reserving the Meeting Room

Meetings or events held in the meeting room must be open to the public & may not charge for admission.

Staff requests that patrons apply for use of the meeting room at least one week (7 days) in advance of the event. Last minute requests may be entertained based on room availability & library needs.

Personal or civic groups seeking to use the meeting room must complete the Application for Use of Meeting Room & submit it to the Library Director for approval. Private parties including but not limited to holiday events, family get-togethers, or birthday parties are not permitted.

Meeting Room Usage Rules

- Groups or individuals making use of the meeting room are responsible for all set up & cleanup for their event. The library reserves the right to assess a \$25.00 cleaning or labor charge if necessary
- Light refreshments may be served. The group or individual making use of the meeting room is responsible for the provision of refreshments as well as all materials related to the serving of refreshments & all clean up. The Logan Public Library will provide cleaning products including dish soap, hand sanitizer, sanitizing wipes, and trash bags
- Use of the meeting room does not include use of the items or supplies stored in the closets & cabinets of this space. Meeting room users who are found in violation of this will be responsible for replacement costs of any items or materials used
- Groups or individuals making use of the meeting room are financially responsible for all damages sustained to the structure, furnishings, and contents of the meeting room space & will be charged replacement or repair fees if necessary
- Minor children must be supervised by a caregiver age 12 or older at all times

- Event participants must adhere to the Logan Public Library Patron Conduct Policy at all times

Use of the Meeting Room by Library Patrons

Occasionally private individuals may choose to meet at the Logan Public Library for a variety of reasons. These patrons may be permitted to make use of the meeting room if it is available at the discretion of the library staff on duty.

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