Christina Buettner Room Use Policy

The Christina Buettner Room in the Stubbs Memorial library may be used as a meeting room for small groups provided the group abides by the following procedures and policies established by the library board:

1. Educational, civic, cultural, public information events or library-sponsored programs may be held.
2. Programs inconsistent with the library’s objectives, such as bingo games, religious meetings, or money-raising functions will be excluded.
3. Priority use is given to library-sponsored events.
4. The use of the library’s name in distribution partisan literature or for an organization’s mailing address will not be allowed.
5. Liquid refreshments will be limited to coffee, tea, or other non-alcoholic beverages.
6. Arrangements for reserving the room must be made with the librarian at least one week prior to the meeting time. Reservations will be accepted on a first-come, first-served basis.
7. The organization must request meeting room equipment in advance of scheduled meeting. Users should test personal devices with the library projector for compatibility and general use instructions. Some laptop computers may not be compatible with library equipment.
8. There will be no storage of equipment or records belonging to the organization in the meeting room.
9. There will be no smoking in the Christina Buettner room.
10. The organization which uses the room will be responsible for locking the library if used before or after open library hours. One person from the organization is responsible for picking up a key and locking the library. The key must be returned either in person or by dropping the key into the book drop by the front doors. If the key is not returned, the group will be responsible for paying for the cost of a replacement key.
11. Any furniture moved in the Christina Buettner room must be returned to its’ previous place once the organization is finished.
12. Organizations are responsible for the cost of damage repair to furniture, furnishings, equipment, and fixtures, or for special cleaning which is cleaning beyond vacuuming or trash removal. The library will bill the organization for the cost of repairs and/or special cleaning.
13. The Christina Buettner room will not be available on weekends and holidays. Exceptions are at the discretion of the library director.
14. The Christina Buettner room will not be used on a weekly basis by any organization.

Reviewed: May 2018