**Cook Public Library**

**Meeting Room Policy**

The Cook Public Library offers a meeting space for individuals, organizations and businesses who wish to foster and support our vibrant community through education, enlightenment and entertainment.

Meeting room uses include but are not limited to educational programs, meetings, training sessions, test proctoring and independent study.

Users must understand that the meeting space also serves as library staff office space and library storage. Space is limited.

Meeting Room Hours

The meeting room is only open during library hours.

Meeting Room Use

The meeting room is scheduled on a first come, first serve basis. Library staff always has first priority.

The library does not endorse philosophies, practices or viewpoints of meeting room participants.

Users may not charge a fee to participants or sell goods in the meeting room.

Users are responsible for bringing their own supplies.

The Cook Public Library may not act as the headquarters for any non-library affiliated group.

Meeting Room Equipment

Wi-Fi is available

Use of laptops, SMART TV and Blu-Ray DVD player may be used upon request.

All persons in the library must abide by the Library Code of Conduct Policy.

If an organization or individual fails to comply with the Meeting Room Policy, the library has the right to ask users to leave and deny future use.

*Adopted and Approved by the Cook Public Library Board*

*November 7, 2018*