

Monticello Meeting Room Policy:

Meeting Room, Max. occupancy: 12

This meeting/study space is available for patrons of the Monticello Library. The room may be reserved online, with a librarian, or from one of our internet or public access stations in the library. It may be reserved for a maximum of 2 hours, but more time can be assigned if available – please consult a librarian. Failure to arrive within 20 minutes of your booking will result in forfeiture of your reservation. Please be respectful of the library's meeting room and its reservation policies. Thank you.

Rules/Guidelines:

- You will supervise the conduct of the members of your group the entire time participants are in the building or surrounding grounds and use only the space approved for use.
- Leave space in a clean, orderly fashion, including replacing items used to their original position.
- Comply with all city ordinances, Minnesota state statutes, federal laws and the established rules for use.
- The reservation holder assumes full responsibility for any unlawful act committed in the exercise of the reservation.
- Violation of these rules may result in the termination of the event, and the loss of opportunity to use the facility in the future.
- First priority is given to library sponsored or endorsed
- organization including the City of Monticello and the Friends of the Monticello Library.
- Not available for programs involving the sale, advertising,
- solicitation or promotion of memberships, classes or services. The room is not available for money raising events and no admission fee may be charged nor may a collection be taken.
- Presentations may not be for the direct commercial gain of the presenter and no solicitation or promotion of products or services of a particular business will be allowed.
- The number attending a meeting at one time may not exceed the capacity of the room (12).