**Meeting Room Usage Policy**

1. Meeting room space is available for community meetings, programmes or events of an educational, cultural, or civic nature.
2. Each group/agency/organisation must have a main contact person, over 18 years of age, to sign the Meeting Room Use Application Form and act as that group’s main contact person for the library.
3. Equipment required must be booked in advance. If instruction in the use of the equipment is needed then arrangements must be made with the library staff in advance.
4. Users of the meeting room are responsible for setup of tables, chairs and any other equipment as required to suit their group needs. Library staff may not be available to assist.
5. After all use, the room must be restored to its original order including tables cleaned and any rubbish removed.
6. All events must finish 15 minutes before the library is closed. Groups must allow time for clean up etc.
7. Any adult managing an event or programme that involves children (under 18 years of age) must provide the library with a copy of their garda vetting compliance.
8. Priority for use of the meeting space is given to library groups and activities.
9. Library Management reserves the right to deny permission to use the meeting room.
10. Events of a strictly social nature such as parties, celebrations etc. are not permitted.
11. Meetings of a political or religious nature are not permitted.
12. Use of the meeting room by any group or organisation does not constitute endorsement of the group’s policies or beliefs.
13. Access for groups that cause excessive noise, a safety hazard or security risk will be reviewed by the branch manager.
14. The library reserves the right to cancel or postpone meetings.
15. The Fire Register will determine the maximum capacity of each meeting room.

**Equipment Loan Policy**

1. All items must be returned in the condition they were borrowed with all parts included.
2. Any items or parts that are lost or damaged should be reported to the library.
3. All items must be returned on the date agreed when booking.