

Meeting Room/Space Policy

The Turtle Lake Public Library encourages public use of meeting rooms as gathering places to exchange ideas, access and share information, educate and participate in programs created for public enjoyment.

Turtle Lake Public Library's Behavior Policy applies to programs or meetings held within meeting rooms and open spaces, I.E. Preview Area. Meeting spaces include the Reading Room (Capacity of 14), the Research Room (4), and the Preview Area (30). Use of meeting and other spaces should not interfere with the normal functions of the library. Library staff will have free access to rooms at all times. All programs must be open to all members of the public, and admission fees may not be charged.

Library meeting spaces may not be used for private social events, commercial purposes, political rallies supporting or opposing a specific candidate, or activities not protected by the First Amendment. No products, services, or memberships may be advertised, solicited, or sold. Publicity for programs held in the Reading Room and Preview Area is the sole responsibility of the group booking the space and may indicate the location and time for the meeting but may not imply that the library is a sponsor/co-sponsor unless the Library Board has specifically agreed. Booking of the spaces does not constitute library sponsorship of a meeting.

The Library Director reserves the right to deny future use of the meeting rooms to groups whose previous conduct has resulted in damage or disregard for the above guidelines, or whose conduct has interfered with the orderly use of the library by other citizens.

The small Research Room is available for small group use on first-come-first-served basis. This room is not booked or reserved for groups. Small meeting rooms are only available during normal business hours of the Library and must be vacated 15 minutes prior to closing.

Steps to Reserve a Room:

- Reservation can be made by calling the Library or emailing alutz@turtlelakepubliclibrary.org. Requests must be made with a full name, phone number, and timeframe of reservation needed.
- Groups that show up late, fail to show, or consistently cancel the meeting spaces may lose their privilege to use the room.