

Town of Indian Lake Public Library Meeting Space Policy

The Town of Indian Lake Library does not have an official meeting space; however, use of the public library space is available upon approval by the Director in consultation with the Library Board of Trustees.

Space is available without charge to organized non-profits, tax supported institutions, and government entities holding a meeting or event that is free and open to the public.

Requests to use library space are to be submitted in writing to the Director 45 days prior to the event date. Meeting space may only be utilized during the Library's regular business hours.

Availability is on a first come-first served basis, with priority always given to library programming or library co-sponsored events.

The library may be used for meetings and programs such as public lectures, panel discussions, and workshops that are educational, cultural, informational or civic in nature. The library is not available to individuals for private social functions or for commercial purposes such as investment seminars, sales or service demonstrations that are for-profit in nature.

A small private office may be used by individuals for one-on-one meetings in person, or for video or teleconferencing purposes, at the discretion of the Library Director. Individuals must request this use at least 48 hours in advance of the event, and speak directly with the Library Director when seeking permission. Space is limited to nonprofit parties only. Use of this office is not to exceed 2 hours, unless specific permission to do so is obtained in advance.

Updated and Approved by the Indian Lake Library Board of Trustees, August 17, 2023