

**Library Sponsored Informational Seminars**  
**Community Room Registration Addendum**

Thank you for your interest in presenting an educational seminar to our community. The community rooms are available for use by community or non-profit groups, however, a branch manager or their designee may allow a commercial or for-profit organization to present information to our patrons through a library sponsored program. This is a way for the library system or an individual branch to offer to our public timely information presented by knowledgeable or skilled professionals.

Please carefully read the following guidelines established by the library system for use of our rooms under this circumstance. This form is to be signed and is in addition to the Community Room Registration Form.

We appreciate your assistance in adhering to our policies and helping us maintain the highest level of integrity and service we can provide to our public.

1. Community rooms located in any one of the Mercer County Library System branches are available for use by community, civic, or non-profit groups. The library may allow, at manager discretion, a commercial or for-profit organization to present information to the community through a library sponsored program. Examples of such programs might include but are not limited to, estate planning, college funding, a small business seminar, or a garden lecture series. This is a legitimate method for the library to offer to its public timely information presented by knowledgeable or skilled professionals.
2. In this case, the organization may not sell materials or merchandise, charge a fee, solicit contributions, engage in fund-raising projects, conduct profit-making ventures, or solicit a client base prior to, or during the program. All such programs are to be free and open to the public.
3. The branch hosting the program either must advertise exclusively or must review and approve any advertisement the group may wish to do prior to publication. Promotional material must state that permission to use the community rooms does not imply library endorsement of any group or program. The County or library logo should only be placed on library initiated advertisement - not on publicity the group itself publishes.
4. The library system or the branch hosting the program must take registration for the program. Registration may not be taken by the business or organization presenting the program.
5. Unless there is an exceptional reason, the same commercial group should not be presenting the same program for several months at a time. This infers use of the community rooms as an office and monopolizes use of the rooms for other community and not-for-profit groups or library programs. Lecture series or theme programs that may continue over a period of several months are not included.

**Failure to comply with any of the conditions stated on the Library Sponsored Informational Seminars Community Room Addendum will result in the cancellation of the program and denial of future use of the community rooms.**

Name of Organization you are representing: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_