

MEETING ROOM POLICY

1) **General Policy.**

The policies governing the use of the Library meeting room are in accordance with Article VI of the American Library Association Library Bill of Rights (Appendix F). The Library welcomes the use of its meeting room for socially useful and cultural activities and discussion of current public questions. Such meeting room should be made available on an equitable basis to all groups in the community regardless of the beliefs and affiliations of individuals or groups requesting use of the meeting room. Fees may be assessed for use of the meeting room, as outlined in Appendix P.

2) **Priority of use.**

Priority in scheduling the use of the Library meeting room shall be given in the following order:

- a) Library sponsored programs and meetings.
- b) Meetings of official agencies, committees, citizens' advisory groups and boards of governmental entities which are located within the boundaries of the Library.
- c) Educational, cultural, civic and public information events of non-profit organizations whose membership includes at least twenty five percent (25%) Library residents.
- d) All other meetings.

3) **Restrictions.**

The following restrictions apply to the use of Library meeting rooms:

- a) All meetings must be open to the public, including those for which an admission fee is charged.
- b) Meetings that may interfere with the functions of the Library and/or its users because of noise or other factors, are not permitted.
- c) Classes involving the use of hazardous materials are not permitted.
- d) Neither the name, address, nor telephone number of the Library may be used as the address or headquarters for any group using the Library for meeting purposes.
- e) All persons/groups using the meeting room are required to comply with the Americans with Disabilities Act (ADA) regarding accessibility. Anyone or any group using the meeting room is responsible for providing interpreters or any auxiliary aids upon request by handicapped individuals interested in attending their meeting. The Library has, on file, the telephone numbers of agencies that provide such services. The Library is not responsible for, nor shall the Library pay for, any costs

4) **Reservations.**

- a) Applications for the use of the meeting room must be made on the form provided (Appendix K).
- b) Applications are to be submitted as far in advance as possible. Reservations shall not be made more than three (3) months in advance nor less than twenty-four (24) hours in advance of the date requested.
- c) Application for the use of the Library facilities does not guarantee approval. Reservations shall be approved on a first-come, first-served basis.
- d) Confirmation or denial of applications shall be made in writing.
- e) Applications and cancellations shall be submitted to the Library Director. No group shall assign its space or reservation to another group. If the meeting room is not used and a cancellation is not given to the Library Director, meeting room privileges may be suspended at the discretion of the Library Director.

- f) The Library reserves the right to cancel any reservation by giving at least one (1) week's written notice.
- 5) **Hours.**
The meeting room is available during regular Library hours. If a group wishes to meet outside of the library's regular operating hours, an additional fee may be assessed.
- 6) **Smoking.**
Smoking or use of tobacco products is not permitted anywhere in the Library meeting room or within 15 feet of any library building entrances.
- 7) **General Rules.**
- a) Groups using the meeting room are responsible for setting up the room to their requirements and returning equipment and furniture to its proper place upon completion of activity. The meeting room must be left reasonably neat, with all trash in waste baskets provided.
 - b) The Library cannot provide porter service for carrying supplies or materials to the meeting room, and custodial help is not available.
 - c) The Library cannot provide storage space for equipment or supplies for groups using the meeting room.
 - d) Alcoholic beverages shall not be permitted on the premises at any time.
 - e) Advertisements for meetings held in the Library, but not Library sponsored, may not be displayed in such a manner as to suggest Library sponsorship.
 - f) Meetings of groups of individuals under eighteen (18) years of age must be attended by an adult sponsor who shall be held responsible for any violations of these rules.
 - g) The Library does not have personnel to assist with meetings or programs, to operate equipment, or to help arrange exhibits.
 - h) No physical changes are allowed in the Library meeting room. No additional furniture or equipment other than that already available in the meeting room shall be provided. No additional furniture or equipment may be used without prior approval of the Library Director.
 - i) A fee will be assessed for use of library equipment, if available. Requests for equipment should be specified in the meeting room application.
 - j) Groups using the meeting room are responsible for reimbursing the library for any damage that may occur.
 - k) The person making the reservation should be present at the time of the scheduled activity. This person, as well as the membership of the entity reserving the facilities, shall be responsible for any and all damages that may occur as a result of the use of the facilities and this provision and condition to use the facilities shall be included in the application for use.
 - l) Permission to use the Library meeting room may be withheld from groups damaging the room, carpet, equipment, or furniture, or causing a disturbance or any other failure to comply with these rules.
 - m) The Library Director is the chief person empowered to make decisions regarding the availability and use of the meeting room. The Library Director may delegate authority to approve meeting room applications in accordance with the above policy. Requests for exceptions to any of the above rules must be submitted in writing to the Library Director at the time of application.