



## **LIBRARY MEETING ROOM POLICY**

### **PURPOSE:**

This policy governs the use of library meeting rooms regarding who may use them and how they may be used.

### **POLICY:**

The library provides meeting rooms for library-sponsored programs. These functions are given priority in booking the rooms, but will not pre-empt previously scheduled groups. The library welcomes the use of meeting rooms by non-profit or not-for-profit organizations and government/public education agencies for activities of a civic, cultural, or educational nature that are consistent with the library's mission. These activities may include board meetings, trainings, planning sessions, civic activities, neighborhood informational meetings or activities of a comparable nature. The meeting rooms are not available for purely social purposes, or for the benefit of private individuals or commercial concerns.

Permission to use a meeting space does not constitute endorsement of a group's policies or beliefs by the library. The library reserves the right to revoke permission for the use of any meeting rooms. Organizations using the meeting/community rooms must observe the following policy regulations:

- 1. No admission fee may be charged, and collections or donations are prohibited. Dues and materials fees are permitted.**
- 2. No product or service may be advertised or sold without the permission of the system director or his or her designee, with the exception of book sales.**
- 3. All meetings must be open to the public, and all attendees must adhere to the library's Code of Conduct.**
- 4. Youth organizations must have at least one adult (21 or over) present at all times.**
- 5. All publicity (e.g., posters, brochures, flyers, radio or TV announcements) must carry the name of the organization sponsoring the meeting.**

- 6. Neither the name nor the address of the library may be used as the official address or headquarters of the organization.**
- 7. No organization using the meeting rooms will discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the provision of services.**
- 8. Parents/caregivers attending meetings with their minor children are responsible for supervising them in the library meeting room.**
- 9. Organizations using the meeting rooms are responsible for all damages, losses, replacement costs or injuries resulting from use of the facilities.**
- 10. It is the responsibility of each group to arrange the chairs and tables in the room to fit the needs of the meeting. The room must be left in a neat and orderly arrangement. Materials and equipment brought by a group must be removed at the end of the meeting.**
- 11. Meeting rooms are provided “as-is” without warranty of any kind that the facilities are suitable for any particular use or function.**
- 12. The library and/or local fire department reserve the right to cancel an event or program at any time if reasonably deemed in the best interest of the library and/or fire department. Maximum seating capacity for meeting rooms in each library is posted in the room.**
- 13. Groups and individuals are limited to one reservation per month per location to ensure that rooms are available to as many organizations as possible. Reservations must be made in person using the reservation form provided by the library. Temporary reservations made by telephone will be held for 48 hours. If the reservation form has not been signed by that time, the reservation will be canceled. Rooms will be available for booking 90 days in advance.**
- 14. Notification of any cancellation of use should be made as soon as possible so the room can be made available to others. If a group regularly schedules the use of the meeting room and does not notify the library of cancellation, they may lose the right to use the meeting room.**
- 15. When deemed advisable by the system director or his or her designee, police protection shall be required as part of the facility use contract. In such case, the contracting organization shall be responsible for furnishing the police protection and paying for the service directly to each police officer employed.**

16. The Library reserves the right to take photographs of events for its own records and for future promotional materials.
17. Public meetings may only be scheduled during library open hours. Private events may be scheduled after regularly scheduled library hours for a fee (see “After Hours Guidelines”).

**AFTER HOURS GUIDELINES:**

1. Library facilities may be used for private events after regularly scheduled library hours for a fee.
2. Financial cost of the use of the library after regular library hours will be paid by the user, unless in system director’s judgment special circumstances dictate otherwise. The costs may include but are not limited to the following:
  - a. Rental fees
  - b. Service costs
  - c. Equipment costs
  - d. Custodial personnel
  - e. Security
  - f. Administrative personnel
3. Application and approval for after-hours private use must be obtained from the system director or his or her designee.
4. Whenever a library is used after hours by another agency or private individual, a library employee must be on site.

## Troup-Harris Regional Library Meeting Room Reservation Form

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ / \_\_\_\_\_  
(beginning) (ending)

Number of Persons Attending Meeting: \_\_\_\_\_

Will kitchenette be used? \_\_\_\_\_ yes \_\_\_\_\_ no

### AGREEMENT

I have read and understand the Troup-Harris Regional Library Meeting Room Policy.

I agree to abide by these policies and to see that other persons involved in my Organization's meeting also abide by them.

I understand that organizations using the Meeting/Community Rooms are responsible for all damages, losses, replacement costs or injuries resulting from use of the facilities.

\_\_\_\_\_  
Signature of Person Responsible for Room

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Person Responsible for Room

\_\_\_\_\_  
Signature of Authorized Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Staff