

# Meeting Room Policy

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## Purpose

The library exists primarily to provide services to the community; one way it achieves this purpose is to make rooms available for public meetings. This policy outlines the rules governing the use of these library meeting rooms by outside groups.

## Guidelines

### Room Use

- The library makes rooms available free of charge for public meetings and gatherings; rooms cannot be used for purely social events (including, but not limited to, weddings, family reunions, and birthday parties).
- Library meeting rooms may not be used for fundraising or for the sale of goods or merchandise. Exceptions may be made for library-sponsored groups, programs, or events.
- Groups using the meeting rooms may not charge any fees to participants unless they have permission from the Library Director.
- The library reserves the right to have a staff member at any scheduled event.

### Room Reservations

- The library has precedence over any other organization for use of meeting rooms. In the case that an outside event must be canceled for this reason, the library will make a good faith effort to offer an alternate time or location to the group or individual.
- Meeting rooms are available for reservations year-round; availability may be limited, however, during specific times of high-volume library programs, particularly around the winter holidays and summer reading events.
- The library retains the right to set rules and procedures governing the meeting rooms, including maintaining a schedule, establishing booking deadlines, limiting meeting frequency, and instituting guidelines about room use. Those wishing to use a meeting room must abide by these procedures, which will be made available on request.
- The library must be notified as soon as possible when a scheduled group needs to cancel a room reservation. Multiple cancellations or failure to notify the library of canceled meetings will result in the loss of room privileges.

### User Responsibilities

- Those who have booked meeting rooms must comply with the library's usage policies and guidelines. The library reserves the right to deny future reservations to any person or group who egregiously or repeatedly fails to follow these rules.
- No alcoholic beverages can be served or consumed in meeting rooms.
- The entire library property is tobacco free.

- While the library does provide some furniture and equipment for meeting rooms, groups are responsible for both setting up and breaking down the room. This includes arranging chairs and tables, using equipment, returning items to their appropriate storage places, and throwing away all trash.
- If any damages to the rooms, equipment, or furniture are caused during a meeting, the library will hold the group responsible and liable for the necessary repairs.
- While using a meeting room, groups and individuals agree to:
  - Comply with all federal, state, and local laws
  - Abide by the library's Code of Conduct
  - Ensure their activity and noise levels do not disturb regular library operations
- An organization denied the use of the meeting facilities may appeal to the Library Director for reconsideration by submitting a written request for reinstatement.
- Any group or individual who uses the public meeting rooms acknowledges that the library and its employees cannot be held liable for any personal injury or property damage resulting from their use of library facilities.

## Available Rooms

### Round Room

**Location:** The Round Room is located on the east side of the building. It has an after-hours entrance and parking located along Madison Street.

**Hours:** The Round Room is available for booking outside of library hours. It is not available for booking during the months of June, July, or August.

**Occupancy:** The Round Room has a maximum occupancy of 125 people, assuming there are no tables set up in the room.

**Amenities:** The Round Room has tables, chairs, a projector and sound system, and a small kitchen available. Those using the room are responsible for setting up, using, and putting away all items. Those using the room after hours will have access to the restrooms located near the Children's Library.

**Food:** Groups may serve food in the Round Room provided they clean up afterwards and agree to be responsible for any additional cleaning necessitated by spills or other damages. Groups must provide their own supplies and should not use library utensils, paper products, dishes, cookware, or food.

### Civic League Room

**Location:** the Civic League Room is located inside the library near the stacks.

**Hours:** the Civic League Room must be used during regular library hours.

**Occupancy:** groups of up to 15 people may use the Civic League Room.

**Amenities:** the Civic League Room has a large conference table and chairs, a conference phone, and a large wall-mounted television that can be connected to a computer.

**Food:** groups must have prior library approval to serve food in the Civic League Room.

### **Shakespeare Room (Glass Meeting Room)**

**Location:** the Shakespeare room is located at the end of the glass study rooms.

**Hours:** the Shakespeare Room must be used during regular library hours.

**Occupancy:** groups of up to 20 people may use the Shakespeare Room.

**Amenities:** the Shakespeare Room has four modular tables and 12 chairs.

**Food:** groups must have prior library approval to serve food in the Shakespeare Room.

### **Training Lab**

**Location:** the Training Lab is located on the south side of the library by the genealogy area.

**Hours:** the Training Lab must be used during regular library hours.

**Occupancy:** groups of up to 10 people may use the Training Lab.

**Amenities:** the Training Lab is a flexible space that can be used as either a computer lab or a general meeting space. It has 8 workstation computers, a meeting table, chairs, and a training computer connected to a large wall-mounted television.

**Food:** groups must have prior library approval to serve food in the Training Lab.

### **Fair Use and Endorsement**

The library will make every effort to offer meeting room space to any group, no matter its beliefs or affiliations, in a fair manner. As long as groups abide by the above rules, the library will not discriminate against any group when granting room reservation requests.

Permission to use a public meeting room does not mean that the library endorses the beliefs, positions, or actions of any group using its facilities. Groups may not state or imply that the library supports them in any publicity for an event held in the public meeting rooms that is not offered by or in partnership with the library. Flyers and advertisements for any such event should name the library only when designating the meeting location.

*Adopted February 2000*

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