

## Meeting Room Policy

*Approved 5/21/2018*

The Meigs County District Public Library provides meeting rooms for Library-sponsored or co-sponsored programs which meet the Library's civic, informational, cultural, educational, and recreational service goals. In addition, the Library is committed to helping to build a sense of community by offering meeting room space to the public, subject to the stipulations of this policy.

Library-sponsored or co-sponsored programs have first priority in scheduling. The Library may choose to partner with organizations or businesses to provide programs that are deemed to be in the public interest and fit the mission of the Library.

Library meeting rooms are available from the regular opening time of each location until 1 hour prior to the regular closing time of each location to non-Library groups. The Library may sponsor or co-sponsor a program outside normal Library business hours. Meeting rooms are not available to non-Library groups or individuals for the promotion or sales of services or products, fundraising, or conducting classes for profit. No admission or attendance charge or required donation may be assessed by any non-Library group using a meeting room. The Library may permit presenters at Library-sponsored (or co-sponsored) programs to sell merchandise related to the subject or activity of their programs. A Library-sponsored or co-sponsored program may have a nominal registration charge to defray or reduce the cost of the program to the Library. In addition, in the case of a program with limited seating capacity, the Library may charge a nominal fee to defray costs of the program.

The Library has two separate meeting rooms: 1) Downstairs Large Meeting Room; and 2) Downstairs Small Meeting Room. The Library reserves the right to determine which room will best accommodate each group's needs, and assign the room accordingly.

**RESERVATIONS.** Meeting room reservations must be made in person at the Library and are not considered confirmed until the representative of the group has 1) received and read the meeting room policy; 2) completed and signed the reservation request form; 3) paid any and all deposits and fees for the reservation of the room. In addition, the reservation must be approved by the Library Director or his/her designee.

The individual requesting the meeting room must be at least 18 years of age. This individual must also be present during the entire meeting and will be responsible for the orderly conduct of the group, and in the event of any damage to Library property and/or equipment that individual will be financially liable. A Library staff member will conduct a walk-through of the meeting room with this individual prior to the start of the scheduled meeting to ensure the individual is aware that he or she is responsible for any damages to Library property or equipment. In addition, a Library staff member will conduct a walk-through with this individual after the meeting to assess the condition of the room and equipment.

**FEES.** A \$50.00 room deposit is required to reserve the meeting room. This deposit will be forfeited if there is any damage to the room, extra janitorial services are necessary or if the group does not vacate the room at the time stated on the reservation and at least one hour before closing of the Library. If any members of the group are still in the Library after closing time, the group will lose its privileges to use the meeting room for one year.

In addition to the \$50.00 refundable room deposit, private/for-profit groups will be assessed a \$50.00 non-refundable fee for use of the meeting rooms.

Meeting room deposits are payable to the Library separately in the form of a cash or check only. Checks will be cashed when the deposit is made. Meeting room fees are payable in the form cash, check or credit card. All deposits and fees must be paid at the time the meeting room request is made and approved. The Library will return meeting room deposits within two weeks of the meeting date, provided the group observed the policy guidelines. The deposit will not be returned on the day of the meeting.

**RESTRICTIONS.** Demand for Library meeting room space is great. In order to provide our spaces to a broad range of community groups, the meeting rooms may be used no more than twice per month by a non-Library organization. A meeting room reservation request may be made up to 3 months in advance of the meeting date. *The Library reserves the right to review any and all applications and may demand sufficient time to make proper investigation before approval is granted.* The Library reserves the right to monitor compliance with regulation governing the use of the reserved room. A group may have no more than three meetings scheduled at any time. The Director or their designated staff must approve all reservations. The meeting room reservation hours must include set-up and clean-up time. Reservations are not transferable from one group to another.

Parking space in the main Library is primarily for Library patrons who are visiting the Library for a brief time period. Therefore, groups with more than 10 attendees should make arrangements for off-site parking.

Refreshments are permitted during scheduled meetings in the reserved rooms. Smoking and alcoholic beverages are prohibited. In order to protect Library facilities and materials, no bright-colored drink may be served (i.e. Kool Aid, red punch, etc.). The Library will not provide any food service or equipment. Storage of equipment and/or supplies is not permitted in the Library. The Library is not responsible for materials or equipment brought to or left in the Library or on the grounds by users. The Library will not accept deliveries on behalf of the group. Items left in the meeting room will be discarded. A group serving refreshments is responsible for providing all serving utensils and for cleaning up following its meeting. Groups must provide their own cleaning supplies. A vacuum cleaner is available upon request for use by adults ages 18 and over only. Groups are responsible for disposing of trash generated as a result of the meeting. A dumpster is available for waste accumulated during meetings. Groups are not permitted to use flammable devices in the Library (i.e. candles).

Neither the Board nor the Library staff assume any liability for groups or individuals attending any meeting or program in the Library.

The applicant agrees to protect, defend, indemnify and hold the Library, its officers, employees, and agents, free and harmless from and against any and all losses, penalties, damages, settlements, costs or liabilities of every kind and character arising out of or in connection with any acts or omission of the applicant, negligent or otherwise, and its employees, officers, agents, guests, or independent contractors. The applicant agrees to pay all damages, costs, and expenses of the Library in defending any action arising out of the aforementioned acts or omissions.

Library staff may attend or observe any event at any time.

The Library reserves the right to require additional liability insurance when appropriate.

Groups that view videos must secure all necessary performance licenses and indemnify the Library for any failure to do so.

Unless prior arrangements are made with (and approved by) the Library Director or their designee at the time of reservation, meeting rooms do not include the use of any Library equipment. An appointment must be made with the technology supervisor at the time of reservation if the meeting requires use the library laptops or projection equipment.

Groups are responsible for arranging the tables and chairs to meet their own needs. Following their use of the room, groups must return the room to its original state.

Groups are not permitted to affix any signs or materials on meeting room doors, walls, or windows.

The Library makes no endorsement, express or implied, of any non-Library event or activity held in the meeting room. Unless sponsored or co-sponsored by the Library, publicity for public events in Library facilities must not imply sponsorship by, or affiliation with, the Library and must contain the statement, "This program is neither sponsored, co-sponsored nor endorsed by the Meigs County District Public Library". The name, address, and telephone number of the Library may not be used as the official address or headquarters of an organization.

Meetings are to be conducted in a manner that does not interfere with the use of the Library by other patrons. The Library can disallow use because it is disruptive to the purpose of the Library (i.e. large rally that would impede parking and result in an unacceptable noise level in the Library).

Artistic performances by individuals or a group will be permitted only when co-sponsored by the Library.

Final determination regarding eligibility to rent Library meeting rooms rests with the Library Director or his/her designee.

The Library Director, or his/her designee, may for good cause, deny or cancel any application for reservation of meeting room space, and for good cause, may waive any meeting room regulation. The Library assumes no liability if such action occurs.

The Library reserves the right to cancel prior meeting room reservations without notice in the event of emergency, such as weather-related closings or unsafe building conditions. When the Library must close due to an emergency, all efforts will be made to notify groups scheduled to use the meeting rooms. If in doubt, the individual who secured the registration should check the Library's website to see the status of the Library's operations.