

## **OPERATIONS**

### **Meeting Room Use Policy**

**I. STATEMENT** The meeting rooms located in the Red Jacket Community Library are a Library resource to be utilized in the fulfillment of the Library's mission. We strive to make these facilities available on an equitable basis to the community, while ensuring that all people feel safe and welcome in our Library.

**II. PURPOSE** The primary purpose of the Library meeting rooms is to provide guidance and space for Library-sponsored programs and services. Meeting rooms in the Library provide an opportunity for bringing together the resources of the Library and the activities of the school and community. Red Jacket Community Library welcomes the use of these meeting rooms at no charge, on a reserved-only basis, by government agencies, non-profit organizations and groups engaged in educational, civic, cultural, intellectual, and charitable activities.

### **III. POLICY**

#### **A. PUBLIC NATURE OF USE**

1. Use of the Library's meeting rooms or facilities does not constitute endorsement of the viewpoints of individuals using the space. No advertising or announcement implying such endorsement will be permitted. All advertisements, mailings, and postings must include the disclaimer, "This event is not endorsed by or affiliated with the Red Jacket Community Library."
  - a. Organizations may not use the name, address, or telephone number of the Red Jacket Community Library, except for notifying attendees of the location of the meeting. The Red Jacket Community Library logo may not be used on any advertisement or posting.
2. Activities taking place in the meeting rooms must not be closed to any person due to any legally protected category.
3. Meetings must be free to all members of the public. Fees or dues may be collected, but the public may not be denied entry to the meeting due to failure to pay. Groups may charge a fee for speaker fees, learning materials required for the program or activity conducted at the Library, course credits or refreshments, so long as any fees are not used as a fundraiser. Fundraising is not allowed for any group in relation to the Library's meeting rooms. Retail sales are not allowed, with the exception of authors conducting book signings.
4. Meeting rooms may not be reserved or used for:
  - a. Social gatherings or private parties, including but not limited to birthday parties, showers, potlucks, banquets, graduations, weddings, memorials, or family reunions.
  - b. Fundraising events.
  - c. Programs which would disturb Library customers, impede Library staff, endanger the Library building, or interfere with functions of the Library.
  - d. Programs or gatherings which present a clear and present danger to the welfare of the participants, Library staff, customers, or the community.

## B. RESERVATIONS

1. Meeting rooms will be available on a first come, first served basis. Reservations will be recorded.
2. The Library reserves the right to designate which room will be assigned for use. Requests for a certain room will be honored whenever possible.
3. Groups wishing to apply for a series of meetings can request reservations for up to one year (12 months) in advance. Regardless of the date when the initial application is made and approved, groups must reapply each January for the current calendar year.
4. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.
5. The person signing the reservation must be present and assume full responsibility for meeting room use. This includes adherence to the rules and regulations set out in this policy, and responsibility for any damage or loss which may occur to the meeting space, furniture, or equipment.
6. Meeting rooms are available only during the Library's regular hours. Set up time can only begin 15 minutes after Library opening. Rooms must be returned to their original condition and vacated 15 minutes before the Library closing time.
7. The Library reserves the right to change, cancel, or revoke reservations for meeting rooms. If changes or cancellations are necessary, the Library will provide the affected group as much notice as possible.
8. Groups canceling reservations must notify the Library as soon as possible in order to free the space for other groups.
9. If a reserved room remains empty 15 minutes beyond scheduled start time the room will be considered open for public use.

## C. GROUP QUALIFICATIONS

1. Youth groups must include an adult adviser who will be responsible for the group and be present during each of the meetings.
2. Attendance may not exceed seating limits in the rooms.

## D. FACILITIES AND EQUIPMENT

1. The Library has three small conference rooms and classroom children's story area available for use. The Board Room has seating for 30; the Fishbowl for 25, the small Classroom for 20, Computer Lab 1 for 18, Computer Lab 2 for 18 and the children's story room for 50.
2. Equipment is limited to tables, chairs, and white boards. Groups should provide their own dry erase markers. *Please note that the SMART board in the Fish Bowl is not a white board. Dry erase markers cannot be used on the SMART board.*
3. All furniture and equipment must be returned to its original state upon meeting conclusion, and any trash disposed of properly.

4. Hazardous materials are prohibited. These include, but are not limited to, art medium that requires ventilation, solvents, explosives, candles, or flame.
5. All activities and materials must be contained within the room.
6. Childcare for children of adults attending meetings in the Library meeting rooms is the responsibility of those adults.
7. Library staff will not deliver messages to meeting participants, except in the cases of emergency situations.

**E. DAMAGES AND LIABILITY**

1. The Library is not responsible for loss or damage to any materials brought in by anyone using its meeting rooms.
2. Any individual or group using the rooms shall be held responsible for any damage to the Library/school building, grounds, collections, or equipment caused by the group or organization, its members, or those attending its programs.

**F. NONCOMPLIANCE**

1. Failure to comply with the above rules and regulations may result in cancellation or refusal of use privileges.

**G. APPEALS**

1. In the event circumstances arise which are not covered by the document above, the decisions of appropriate Library personnel are binding.
2. Any group or individual that has been denied permission to use Library facilities may appeal in writing to the Library Board of Trustees.

**IV. REFERENCES**

**A. none**

Revision History	
Oct. 2020	General updates, organization and formatting.