

OPERATIONS
Meeting Room Use

- I. **STATEMENT** Meeting rooms in the Red Jacket Community Library (Library) are a resource to be utilized in the fulfillment of the Library's mission to benefit the community.

- II. **PURPOSE** To ensure Library meeting rooms are available for programs, classes, and events conducted or sponsored by the Library and are available for community use on an equitable basis. To ensure Library users feel safe and welcome at the Library.

- 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.
 - a. No advertising or announcement implying such endorsement will be permitted except for notifying attendees of the location of the meeting, the name or contact information of the Library may not be used in any publicity relating to use of the meeting room.
 - b. 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.
 - a. Groups may charge a fee for speaker fees, learning materials required for the program or activity, course credits or refreshments, so long as any fees are not used as a fundraiser.
 - b. Fundraising is not allowed for any group in relation to the Library's meeting rooms.
 - c. Retail sales are not allowed, except for authors conducting book signings.
 4. Library personnel will always have free access to meeting rooms and video surveillance will be always in place.
 5. 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. Religious, political, or partisan purposes or for the benefit of private individuals or commercial concerns.

- d. Programs which would disturb Library customers, impede Library staff, endanger the Library building, or interfere with functions of the Library.
- e. 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. The use of meeting rooms is at no charge, on a reserved-only basis, by community groups and non-profit organizations whose aims are educational, civic, and cultural.
2. Meeting rooms will be available on a first come, first served basis. Library sponsored programs receive first consideration of date and time over meetings of outside groups. Reservations will be recorded.
3. The Library reserves the right to designate which room will be assigned for use. Requests for a certain room will be honored whenever possible.
4. Groups wishing to apply for a series of meetings can request reservations for up to six months (6 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.
5. The Library reserves the right to limit the number of reservations by any organization so that all groups may have an opportunity to use the meeting rooms.
6. 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.
7. Meeting rooms are available only during the Library's regular open hours of operation. 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. Any exceptions will be at the discretion of the Library Director.
8. 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.
9. Groups canceling reservations must notify the Library promptly. .
10. 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 one small conference room available for use. The room has seating for 10.
2. Equipment is limited to tables and chairs. Arrangements for use of any Library owned equipment must be made in advance.
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 require 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 personal 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 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 addressed within this policy, the decisions of Library personnel are binding.
2. This meeting room policy is established by the Board of Trustees and is subject to review and revision at their discretion.
3. 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	
11/16/20	General updates, organization, and formatting.
7/17/23	General updates, revising wording, removing school components.