

Title: Meeting Room Policy Chapter: Use of Library Services and Facilities Policy Number: 3.07	Original Effective Date: 9/13/16 Revision History:
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## Meeting Room Policy

*The American Library Association's Library Bill of Rights States, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."*

Room	Floor	Handicap accessible?	Minimum number of users	Maximum capacity (with chairs)
Meeting Room	1 <sup>st</sup>	Yes	2	10
Mezzanine	2 <sup>rd</sup>	No	1	20
Virginia Brockmeier Community Room	Basement	Yes	10	45

### Priorities:

The first floor meeting room, third-floor mezzanine, and Virginia Brockmeier Community Room operate on a priority system. The priorities are as follows:

First Priority: Use for all library-sponsored or co-sponsored programs, including events and meetings.

Second Priority: Use by government agencies

Third Priority: Use by non-profit and service agencies

Fourth Priority: Use by the general public

### The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission fee is charged by a group/individual other than the Library itself, or without prior permission of the Library Director
3. Programs whose *purpose* is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library or the Friends of the Library. No sale of goods or services or the solicitation for future sales or services will be permitted without prior approval of the Library Director/Library Board. Solicitation is any act to attempt to advertise,

market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. This includes the collection of free-will offerings. Public property is held in trust for the public. It is to be used for governmental and public purposes and governmental property is not to be used for private gain.

4. Political campaign purposes (political forums are permitted)
5. Private parties, including family reunions, banquets, dances, weddings, birthdays, et cetera

### **Reserving the Room:**

A Lakeview Community Library card in good standing or state-issued identification such as a driver's license is required in order to reserve meeting rooms. Other groups will be reviewed on a case-by-case basis. To reserve a meeting room, applicants must fill out the Room Rental Application form and turn it into library staff, along with the above-listed identification, at least 7 days prior to the meeting date.

The application must be signed by an authorized adult representative of the group who shall remain on-site and be personally responsible for the conduct of the meeting and for any damages.

The Library shall be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

Use of the meeting rooms is restricted to the hours reserved.

With the exception of First Priority users, a group or individual may have the meeting areas on reserve for meetings in sequence (e.g. every third Tuesday from 1-3PM) up to a maximum of four meetings, and two meetings per month, and for a maximum of three months in advance.

If the meeting room is needed by the Library, the group using the room on a regular basis will be contacted and asked to meet in another location. An alternate spot for the group is not guaranteed.

The Library Director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any way inconsistent with or in contravention of any of the terms and conditions of this policy or the Library Code of Conduct. In determining whether such likelihood exists, the Library Director or designee may take into consideration the contents of the application,

the history of the group's meeting room use in the Library, and such other information as he or she may deem appropriate.

A meeting room is not considered reserved until the application is received, approved, and confirmed by the Library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

### **Equipment reservations:**

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own equipment or, in the Brockmeier Community Room, reserve the basic presentation equipment provided by the Library (projector, speakers, DVD player). Library staff will provide assistance with equipment based solely on staff availability.

### **Hours:**

The meeting rooms may be reserved for hours when the Library is normally open. Meetings must adjourn no later than 15 minutes before closing time to allow participants time to exit the building by closing time.

### **Refreshments:**

Refreshments may be served in the Meeting Room and the Brockmeier Room. No alcoholic beverages are permitted.

### **General Rules of Use:**

Chairs and tables are available for groups to set up to meet their needs. Library staff is unable to assist with the set-up or take-down of tables and chairs. Library staff is unable to provide assistance or equipment for carrying supplies in or out of meetings. All tables and chairs set up in the room before use must be put back in the way and spot they were found. Displays may not be affixed to the walls of the meeting rooms. No type of open flame is permitted. Use of glitter crafting material or confetti is not permitted. Tables, floors, and chairs must remain in the clean state in which they were found. Garbage and recycling must be taken out to the library use-only dumpsters in the front of the building. The contact person must complete the meeting room checklist after the meeting. The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity. Library property held in the meeting rooms shall not be removed to other areas.

The library is not responsible for items left in the meeting rooms before, during, or following the meeting. Non-library equipment or materials may not be stored in the meeting rooms or elsewhere.

Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses, or meetings closed to the public. Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

All programs and meetings shall be open to all members of the public, with the exception of closed session government meetings. Library personnel may have free access to the meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations.

The library reserves the right to close due to adverse weather conditions and other emergencies and will attempt to contact the applicant.

Parents or caregivers who bring children to the meetings in the Library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention may not be left unattended elsewhere.

No group may consider the library its permanent meeting place or use the library's mailing address or telephone number as its contact information. All advertisements, announcements, press releases, flyers, social media posts, etc., related to meetings by groups held at the library must clearly state that meetings are not sponsored by Lakeview Community Library (e.g.: "This event is not sponsored by Lakeview Community Library"). Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

Failure to observe this policy, and other behavioral policies (e.g. noise levels), may result in loss of meeting room privileges.

**Charges:**

Individuals are required to submit a \$25 security deposit upon renting the room. A portion, or all, of this security deposit may be kept if the room is not cleaned and the cleaning checklist is not completed in entirety. The Library reserves the right to consider renters financially responsible for any damage or theft to Library property during their reservation.

Use of our technological equipment costs \$5 per meeting.

The Brockmeier Room is available to be rented for \$25 for up to four hours of use, and that amount must be paid at the time of rental. Non-profit, governmental, or service groups are not required to pay the rental fee, but must submit a security deposit.

Lakeview Community Library Room Rental Application

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Meeting Room Requested:

- Virginia A. Brockmeier Room
  - Do you request use of our technology?  Yes(\$5)  No
  - Are you a non-profit, government or service group?  Yes  No (\$25/4hrs. if No)
- Meeting Room
- Mezzanine

Dates Requested:

Date	Times (e.g. 2PM-4PM)

By signing this application, you agree that your organization will agree to pay for any damage to any property of the Library or the building and it is understood that the Library assumes no responsibility for your personal property placed in the Library, and that the Library and its funding municipalities are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting. By signing this application, you attest that you have read and agree to the statements and regulations in the Meeting Room Policy. You also agree to pay a \$25 security deposit, which may be used for cleaning fees at the determination of the Library Director. You agree to pay for any and all damages incurred during your rental.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### Lakeview Community Library Meeting Room Cleaning Checklist

- Tables and chairs moved back to their original spot
- Tables and chairs wiped down and cleaned off
- Floors free of debris
- Garbage and recycling emptied using library dumpsters (located behind the book drop)
- All appliances unplugged
- Kitchen area clean, dried, organized, and materials placed back where they were before
- Bathrooms used by guests checked for cleanliness and any mess incurred by guests cleaned up (e.g.: dirty diapers, puddles)
- All doors and windows securely closed
- All personal property removed

*Cleaning gloves, wipes, and a vacuum may be borrowed at the front desk.*

I certify that the above has been done to the best of my ability and knowledge.

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Signature of Room Renter

*Please return signed form to front desk upon completion of rental.*