

Meeting Room Use

Adopted by the Board on August 21, 1997. Revised Summer/Fall 2004. Re-approved at January 20, 2005, Board Meeting. Revised 9/15/05; 4/4/06.

All pages of the Meeting room use policy must be initialed by applicant.

- 1) The primary purpose of the Library's meeting room is to serve as a venue for Library sponsored services, programs and activities.
- 2) Library services, programs and activities shall have priority over all other activities.
- 3) The Library reserves the right to revoke a meeting room use permit or to reschedule a meeting should there be a conflict with Library related services, programs, or activities; or in the case of an emergency.
- 4) Permission to use the Library's meeting room may be granted to community groups, organizations, and individuals whose aims are Library connected; educational; cultural; and/or civic.
- 5) When a group is requesting to use the room for the first time, it should submit copies of its official literature and/or a letter on the organization's letterhead setting forth the organization's purposes.
- 6) Use of the Library's meeting room is subject to all applicable federal, state and local laws and regulations as well as policies promulgated by the Library's Board of Trustees.
- 7) Scheduling availability is to be solely determined by the Library. Such use shall be non-exclusive and shall be open to the general public. Preference shall be given to Library District based organizations and organizations whose membership is primarily comprised of Library District residents.
- 8) The room may not be utilized by political parties or representatives of political parties when the purpose of such is to promote a political agenda or candidate. The room is not to be utilized for the advancement of commercial or profit-making enterprises. Programs involving the sale, advertising or promotion of commercial products or services are prohibited.
- 9) The Library will not discriminate against any group wishing to utilize the Meeting Room and recognizes a group's free-speech entitlement to possess a "viewpoint" provided that such utilization is not undertaken to support a particular political party or for "political purposes."
- 10) Application to use the Library's meeting room must be made in writing by an adult on the form provided for this purpose at least one week in advance of the intended use, but not more than one month in advance.
- 11) Forms are available at the reference desk.
- 12) No application shall be considered officially approved until signed by the Library Director, or other person designated by the Board of Trustees, and returned by the applicant.

13) By executing the application, the applicant agrees to the release of the applicant's (or official contact's) name and telephone number to any person requesting information concerning an organization's activities or program.

14) The Library's permission to utilize the Meeting Room does not denote nor connote that an organization's beliefs are endorsed by the Library; no written materials provided by the organization are to indicate that the Library, in any manner, sponsors or supports the program/activity sought to be undertaken in the Library's Meeting Room.

15) All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director prior to issuance or coverage to members of the group or others at least one week in advance.

16) The Library may only be cited as a location, not as the sponsor of an event nor as the headquarters of any organization, in all announcements or publicity relating to a meeting room event.

17) The Library's telephone number may not be provided as a source for the public to obtain further information regarding a non-Library sponsored event.

18) Any literature or other items to be distributed at a meeting must adhere to the Library Meeting Room policy.

19) If items intended for distribution are in violation of law or regulation, distribution of same is prohibited.

20) The applicant must certify that the meeting room shall be used only for the specific activity stated within the application and for no other purpose whatsoever.

21) No activity, which in the determination of the Library Director or his/her designee may, disrupt Library operations will be permitted.

22) Applicants must not violate non-discrimination laws.

23) The use of videotape, DVD, computer programs, and other similar media, may not violate copyright laws. Presenters/Speakers may bring their own equipment or request to use the Library's equipment in advance. Library staff is under no obligation to assist with the use of the personal equipment of the Presenter/Speaker.

24) The responsibility for the maintenance of public order and safety at a meeting is that of the applicant.

25) Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by responsible adults in a ratio to be determined by the Library Director.

26) The use of alcoholic beverages is prohibited.

- 27) Groups planning to serve refreshments during their meeting must receive approval from the Library Director at the time of application.
- 28) The group is responsible for complete cleanup after its meeting.
- 29) The meeting room must be left in a neat and orderly fashion.
- 30) If not, a written notice will be given to the applicant stating that a second offense will result in denial of further meeting room use.
- 31) The library does not supply office services such as photocopying or office equipment such as staplers, scissors, pencils, rulers or pens.
- 32) As the Fire Marshall has limited the capacity of the Meeting Room to 86 people (Section A-42 individuals; Section B-44 individuals), no group will be permitted an attendance greater than the prescribed limitations.
- 33) The Library Director, or designee, is authorized to terminate any meeting or activity, making use of Library facilities in violation of any law or use regulation.
- 34) The Library Director, or designated representative, is authorized to call upon the appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such an action.
- 35) Further permission to use the meeting room may be denied to any group which proves to be disorderly or which violates any law or regulation.
- 36) The meeting room must be vacated by 8:30 p.m. week nights and by 4:30 p.m. weekends.
- 37) Whenever the Library is used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees, Library employees, and/or the contracting organization, group or individual for personal liability.
- 38) It is possible that organizations, groups, or individuals using the property may be sued for personal injury.
- 39) Each organization, group, or individual should, therefore, protect itself by having a temporary insurance policy insuring it against such legal action.
- 40) The signature of the applicant on the meeting room use application is acknowledgment by the organization, group or individual that it recognizes this responsibility.
- 41) The applicant is to execute a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability, claim, action or loss arising from the applicant's use of the meeting room to include the cost of legal fees, costs or expenses incurred by the Library in connection with defending any claim or action from the applicant's use.

42) The signature of the applicant on the meeting room use application is acceptance by the organization, group, or individual of the indemnification responsibility.

43) No admission fees may be charged; no donations may be solicited or accepted; nor may any items be sold except for books or audio/visual material sold in conjunction with an author's talk or musical performance, which must be approved in advance by the Director.

44) Use of the facilities will not be granted for fund-raising purposes, except as may be permissible under law and with the explicit consent of the Library Board of Trustees. Such permission shall be deemed extraordinary.

45) The Library is not responsible for the safeguarding of any supplies, equipment, or other items owned by the applicant or by persons attending the applicant's activity.

46) The Library will not store materials for any applicant. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practices.

47) The applicant will, in any written materials provided, and orally at the commencement of the program indicate that any program participant, speaker, presenter or performer is neither an employee nor agent of the South Country Library; and that the South Country Library does not necessarily endorse any representations or positions by the entity utilizing the Meeting Room.

I _____ have read the above policy and will abide by it. Violations of this policy may lead to the Library's canceling the use of the meeting room.

Signature and date _____