



L.E. Phillips Memorial
Public Library

Number: 4

Category: Library Services

Policy Title: EVENT, MEETING, AND STUDY ROOMS

Date adopted: 07/29/85

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PURPOSE AND AVAILABILITY

As an expression of its mission to create collaborative spaces the L.E. Phillips Memorial Public Library provides Event Rooms, Meeting Rooms, and Study Rooms for community use, free of charge. The reservable rooms are available to provide an open forum for knowledge, ideas, and cultural enrichment.

While spaces are designed primarily for Library programs and use, reservable spaces may be requested by customers for programs and meetings on a first come, first served basis, up to three months in advance. These spaces may be used for the presentation and exchange of information as noted in the guidelines below. The Library makes these spaces available on equitable terms to all persons and groups.

OVERVIEW OF RESERVABLE SPACES

EVENT ROOMS

Event Rooms are defined as spaces where setup can be altered and limited kitchen facilities are included. A minimum number of attendees is required.

The Library provides tables, chairs, and audiovisual equipment for Event Rooms; however, the Library cannot provide room setup. The Applicant is responsible for any room setup and for returning the space to its standard setup following use. Likewise, staff is available for scheduled technology training in advance of use, but technology assistance will not be provided at the time of the event.

To ensure equitable access to Event Rooms use is limited to a maximum of three reservations in a three-month rolling period. Furthermore, Event Rooms must be reserved at least two weeks in advance of the meeting date.

MEETING ROOMS

Meeting Rooms are mid-sized spaces with fixed setups that provide a quiet, semi-private setting.

Meeting Rooms may be used by individuals or organizations for meetings and programs as defined above.

Library staff is available for scheduled technology training in advance of use, but technology assistance will not be provided at the time of the event.

To ensure equitable access to Meeting Rooms use is limited to a maximum of three reservations in a three-month rolling period. While advanced registration is recommended, Meeting Rooms will also be available on a first come, first served basis.

STUDY ROOMS

Study Rooms are smaller spaces with a seating capacity of one to six. Four of these rooms are for general use and five are for children under 19 or adults supervising children.

Study Rooms may be used by individuals or organizations for meetings as defined above.

To ensure equitable access, Study Rooms may be used for two hours per day; if there is no one waiting, time may be extended for up to a maximum of three hours per day. While advanced registration is recommended, Study Rooms will also be available on a first come, first served basis.

PROHIBITED USES

Library reservable spaces are **not** available for:

- Fundraising, money-making, or monetary solicitation. No profit can be earned from an event held at the library, including the compilation of mailing lists for any type of future solicitation.
- Programs or meetings where an admission fee is charged; a raffle is held; or donations, collections, or fees of any kind are requested or suggested.
- Purely social functions (e.g. receptions, birthday parties, showers, etc.).
- Political rallies supporting or opposing a specific candidate.
- Uses that would disturb library customers, impede library staff, endanger the library building, or interfere with functions of the library. (See "CONDUCT" section.)
- Hateful Conduct activity, as defined by American Library Association.
- Unlawful activity.
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GENERAL GUIDELINES

- Customers must submit an online request for reservable spaces. Reasonable accommodations will be made for those unable to submit an online request. Reservations are not considered confirmed until written approval by designated Library staff is given.
- Reservable spaces may only be used during library open hours. No one will be admitted to the building before open hours. The reservation will end and everyone must be out of the room 15 minutes prior to building close.
- Light refreshments with minimal odors and mess (e.g. coffee, doughnuts, fruit, simple box lunches, etc.) may be served in any reservable space. Larger meals and other catered food may only be served in spaces with kitchen facilities and with preapproval from Library staff. The Library is not responsible for the safety of any food provided.
- There is no charge for the use of available audiovisual equipment; however, the Library cannot provide operators for the equipment. Customers are strongly encouraged to setup a

- training appointment with staff in advance, at least a week before their reservation. Customers are required to shut down and secure any equipment that was used.
- The Library is not responsible for equipment or materials owned by another organization or individual.
 - Customers are required to clean and vacate rooms at the scheduled time. Additional time for cleanup will not be allowed, so any use of the space must take cleaning into account when requesting the room. The same room may be used by several groups on one day so customer cooperation is essential in providing clean, ready-to-use rooms for all parties.
 - If the room requires cleaning, rearranging, or repair after use the Applicant will be charged a minimum of \$100 plus the actual cost of any damages.
 - Equipment and materials may not be stored at the library before or after a room is used. No advance deliveries, including food, will be accepted by the Library for meetings or programs. The Library is not responsible for any equipment or items left in the rooms.
 - No person or group may make a reservation on behalf of another person or group. Cancellations will be accepted from the original Applicant only.
 - A representative from the reserving group is required to check in with library staff when they arrive and when they are finished in the space. A reserved space may be released if check-in does not occur within 15 minutes of the meeting start time..
 - The stated occupancy of the room may not be exceeded, and the Library reserves the right to cancel or move a meeting to an alternate space based on the number of attendees.
 - Permission to use a space is revocable and does not constitute a lease.
 - Use of the reservable space may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library services, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
 - In the event of a library closure, the reservation will be canceled.
 - The Library may cancel or refuse to grant a reservation at the recommendation of law enforcement.
 - Permission to use a space does not imply Library endorsement of the views, aims, policies, or activities of any group or organization.
 - The Library reserves the right to review each prospective use and determine if that use falls within the Library's policies and the right to monitor all Event, Meeting, and Study Room use conducted on the premises to ensure compliance with Library policies.
 - The Library reserves the right to deny future requests for reservable spaces based on (but not limited to): reservation no-shows, late cancellations, remaining in spaces beyond the reserved time, or violations of this or any other Library policy.

CONDUCT

- The person submitting the application for a reservable space (Applicant) is solely and fully responsible for the space and all of its contents, and for any and all loss/damage to the building, furniture, or equipment. The Applicant must be present during the entire use of the space, should be the last person to leave, and should advise library staff when they vacate the room.
- The Applicant is responsible for relaying usage requirements to all attendees.
- The Applicant agree that they will comply with copyright laws and will secure necessary performance licenses for the use of copywritten materials (e.g. DVD/video showings, etc.) and indemnify and hold harmless the Library for any failure to do so.
- The Applicant must manage the orderly behavior of all attendees, and the Library's Appropriate Library Behavior policy must be observed at all times.

- The Library may impose additional reasonable conditions for the use of its spaces to ensure that public or private property is not damaged through use of its facilities, and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed. The Library, at its discretion, may require an Applicant to provide adequate security services, deposit and/or insurance.
- In the event of misconduct, Library staff may immediately terminate the event/meeting and clear the premises.

MARKETING, PUBLICITY, & SIGNAGE

- Publicity for activities held in a reservable space must clearly and prominently identify the name of the Applicant or associated organization or group as the event host. Publicity may include the Library name, address, and appropriate room designation as location information only. Use of the library logo is not permitted.
- No signs or other publicity materials promoting an event may be placed anywhere in the Library or on its premises without prior permission and direction from the Information & Reference Services Manager or their designee. Any such items will be removed by the Library and the cost to repair any damage caused by the unauthorized placement of such items will be assessed to the Applicant.
- Only Library and Library co-sponsored events appear in the public view of the Library's events calendar. The Library will not promote non-library events/programs on the website or events calendar.

Any departure from these policies may be made only with written authorization of Library staff. Based on space usage patterns, policies may be revised without notice.

LIBRARY BILL OF RIGHTS

The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights. Article VI 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.