



**L.E. Phillips Memorial
Public Library**

Number: 4

Category: Library Services

Policy Title: EVENT, MEETING, AND STUDY ROOMS

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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 may be 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 available to support quiet study, small meetings, and collaborative work. Each room accommodates one to six occupants. Four rooms are open for general use, and five are designated for children and teens under 19 or for adults supervising children.

Customers may reserve a Study Room for up to two hours per day, either in advance or on a first-come, first-served basis. At the end of the reserved period, users must vacate the room unless staff approve additional time. Extensions are granted only when the schedule allows and no other customers are waiting. Study Room extensions are not guaranteed. When rooms are fully booked or other customers are waiting, staff will not extend reservations.

Library staff manage Study Room use to ensure fair access for all customers and may deny extensions, reassign rooms, or revoke use if policies are not followed or operational needs require it.

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.

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.

- Snacks and drinks are allowed in reservable spaces if they are small and do not have an odor. Messy foods or drinks must be taken outside. Clean up after yourself. Meals and other catered food may only be served in spaces with kitchen facilities and with preapproval from Library staff. Users who choose to serve food are responsible for fully cleaning the space at the end of their reservation. Cleaning supplies will be provided for this purpose. Users who do not adequately clean the space after serving food may have their meeting privileges suspended or revoked. The Library does not oversee, monitor, or guarantee the safety of any food provided by room users and assumes no responsibility for its preparation, handling, or consumption.
- 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.
- 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 or Applicant's designee 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 and meeting details to all attendees.
- The Applicant agrees 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.
- During a reservation, event signage may only be displayed in the plastic sleeve on the interior glass panel of the assigned meeting room. All signage must be removed by the user at the end of the reservation period. Any materials posted outside the permitted location without authorization will be removed by library staff. 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.