



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

**Number:** 4  
**Category:** Library Services

**Policy Title:** MEETING ROOMS AND STUDY ROOMS  
**Date adopted:** 07/29/85  
**Date amended:** 2/16/87; 8/21/92; 7/12/96; 9/20/96; 11/24/97; 06/15/00; 10/17/02;  
06/20/07; 09/17/09; 11/18/10; 03/21/13; 11/17/16; 01/17/2019; 06/16/22;  
08/18/22  
**Date last reviewed:** 08/18/22

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The purpose for providing space for community meetings and to small groups or individuals is to further the Library's role in the community as a resource accessible to all residents and the public in general. These spaces are free of charge and made available when the Library is open to the public regardless of the beliefs or affiliations of individuals or groups requesting their use.

### **MEETING ROOMS**

Library meeting rooms are available for public use including community non-profit cultural or civic organizations; governmental units; and all other uses, including organizations, groups or individuals whose primary purpose is religious, commercial or for-profit. All meetings and programs must be open to any member of the public.

Meeting rooms may not be used for private social events, commercial purposes, political rallies supporting or opposing a specific candidate, or activities not protected by the First Amendment. No products, services, or memberships may be advertised, solicited, or sold.

Organizations and individuals must use Library meeting rooms as they are furnished and are responsible for their own room setup if there is no standard setup.

Groups requesting use of audiovisual equipment are responsible for operation of the equipment. If instruction in the operation of this equipment is needed, arrangement for training should be made no less than 7 days in advance of the meeting date.

All those who use Library meeting rooms will comply with federal, state, and local laws and regulations including, but not limited to, ADA and anti-discrimination. The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure Library policies are followed. Library staff will have unrestricted access to meeting rooms at all times.

The Library reserves the right to refuse to book meeting room space for groups who do not comply with the guidelines of this policy. Groups that fail to cancel reservations in a timely manner or who fail to show up for scheduled reservations may lose their privilege to book rooms.

All meeting room reservation requests must be made no less than 14 days prior to the date of the event using the online reservation system. Users needing reasonable accommodations may make a reservation by visiting the service desk on the first floor of the library. Reservations are not considered confirmed until written approval by designated Library staff is made. Meeting rooms may be reserved up to 3 months in advance, with a limit of 3 times within a 3-month period.

In the event the Library is unexpectedly closed, meetings scheduled during that time will be canceled. In the event of cancellation, the group's leader is responsible for notifying group members.

No signs, posters, displays, etc., promoting a meeting or program by an organization or group may be placed anywhere in the Library or on its premises without prior permission and direction from the Library Director or staff. Any such items will be removed by the Library. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group.

Publicity generated by a group or organization for a meeting or event in a Library meeting room or makerspace may recite the Library name, address, and appropriate room designation as location information only. The use of the name, address, or telephone number of the L.E. Phillips Memorial Public Library as the address or headquarters for any group or individual using the Library for meeting purposes is prohibited. Publicity for activities held in a meeting room must clearly and prominently identify the name of the organization or group.

Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization, company or business entity; its activities, products, or services; or of the ideas, opinions, or claims expressed during the course of meetings or programs held at the Library.

All those who use a meeting room shall agree to abide by the copyright laws and regulations of the United States, and agree to defend, indemnify, and hold the Library harmless from liabilities that may arise as a result of violations of the copyright laws or regulations.

## **STUDY ROOMS**

The Library has 9 study rooms: 4 are for general use, and 5 are intended for children under 19 or by adults working with children.

Reservations may be made for the study rooms up to 3 months in advance by completing the online reservation form or stopping at a service desk.

Study rooms are available on a first-come, first-served basis when the study rooms are not reserved.

Study rooms may be used by an individual or group for one hour per day, and if there is no one waiting, time may be extended for up to a maximum of two hours per day.

All persons using the study rooms must stop at the appropriate service desk to check in prior to use and to check out after use.

Study rooms may be released if check-in does not occur within 10 minutes of the reservation start time.

The maximum number of people allowed in each study room varies. Please see the library website or a service desk for more information.

### **GUIDELINES FOR MEETING ROOM AND STUDY ROOM USE:**

The Library has first priority for use of its meeting and study rooms. Thereafter, requests are considered on a first-come, first-served basis.

The meeting and study rooms may be scheduled for use during Library hours only. Users are not allowed in the Library building before Library hours nor may they remain in the Library after hours.

All those who use the meeting or study rooms are responsible for discarding trash in appropriate containers and leaving the room in the same condition in which it was found. Groups with kitchen access are responsible for clean-up of the facilities, including washing their dishes.

The Library is not responsible for loss or damage to materials belonging to organizations or individuals using the meeting or study rooms. Users may be assessed charges if damage results from their use of the rooms. The Library is not responsible for any equipment or items left in the meeting or study rooms.

The responsible party for the room is the person under whose name the reservation was made.

Fees shall not be charged for admission or any other meeting costs (e.g., speakers, materials, or refreshments).

The Library Director or their designee, when special conditions warrant, may make exceptions to the above.

### **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.*

The Library Board of Trustees also subscribes to the American Library Association's Meeting Rooms: An Interpretation of the Library Bill of Rights.