

RED JACKET COMMUNITY LIBRARY

Policy # 400- 09

Effective Date: 11/3/99

OPERATIONS Meeting Room Use

STATEMENT: The meeting rooms located in the Red Jacket Community Library are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Long Range Plan, Policy 200-3)

PURPOSE: The purpose of this policy is to provide guidelines for Library meeting room usage.

POLICY:

Meeting rooms in the library provide an opportunity for bringing together the resources of the library and the activities of the school and community. All community meetings held in the library meeting rooms must be open to the public. The Red Jacket Community Library welcomes the use of these meeting rooms at no charge, on a reserved-only basis, by government agencies, non-profit organizations and groups engaged in educational, civic, cultural, intellectual, and charitable activities. The primary purpose of the library meeting rooms is to serve the needs of library-sponsored programs and services. Such functions will always have priority, followed by library and school-affiliated organizations. Since the Red Jacket Community Library is a public institution, supported by public funds, all programs held in its meeting room must be open to the public.

Guidelines For Meeting Room Use

Application/Reservations

1. Meeting rooms specified in the policy will be available only if a reservation application is made at least one week in advance of the event. Application must be made in writing, using the library's Meeting Room Reservation Application form.
2. Groups wishing to apply for a series of meetings may fill out the form in advance of the first meeting, accompanied by a schedule of future meeting dates and times. Reservations can be made for up to one year in advance, and for up to one meeting a month. Regardless of the date when the initial application is made and approved, groups must reapply each June for the following fiscal year.
3. The library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.
4. All reservations must be made by a community resident over age 18, with a valid Red Jacket Community Library card.
5. The person signing the reservation must be present and assume full responsibility for meeting room use, adherence to the rules and regulations set out in this policy, and assume that no damage or loss will occur to the meeting space, furniture, or equipment.
6. If requested at time of application, staff will gladly provide library orientation, tours, etc.
7. Meeting rooms are available only during the library's regular hours. Set up time can begin only 15 minutes after library opening. Rooms must be returned to their original condition, and vacated 15 minutes before library closing times.
8. The library reserves the right to cancel room reservations for operational purposes, including, but not limited to weather closings, electrical outages, or other unforeseen events.
9. Groups canceling reservations must notify the library as soon as possible in order to free the space for other groups.

Group Qualifications

1. All meetings must be conducted so as not to interfere with the operations of the library, and under the auspices of an organization that agrees to comply with the policies, rules, and regulations of the library.
2. Youth groups must make arrangements through an adult adviser who will be responsible for the group, and be present during each of the meetings.
3. Library meeting rooms are not available for commercial, entrepreneurial purposes, for the solicitation of business, for profit or for fundraising. No goods or services shall be provided, sold, or exchanged on the premises, or by sample, pictures, or description.
4. Meeting room use by an individual or group does not constitute or imply an endorsement of the beliefs, policies, or programs of the library.
5. No admission fees may be charged. However, a fee for resource materials, books, etc. may be collected upon the approval of the

Library Director.

6. Attendance may not exceed seating limits in the rooms.

Facilities and Equipment

1. The library has two small conference rooms and one small classroom available for use. Conference Room I has seating for 16, Conference Room II has 12, and the classroom can hold 18.
2. Equipment is limited to tables, chairs, and white boards. Groups should provide their own dry erase markers for the white boards.
3. All furniture and equipment must be returned to its original state upon meeting conclusion, and any trash disposed of properly.
4. Any use which disrupts the normal operations of the library will not be permitted. Appropriate conduct is expected as a condition of room use.
5. Smoking or use of alcohol is not permitted anywhere in the library. Hazardous materials, including, but not limited to paint, solvents, explosives, candles, or flame are prohibited.
6. All activities and materials must be contained within the room.
7. Child care for children of adults attending meetings in the library meeting rooms is the responsibility of those adults.

Refreshments

1. Light refreshments may be served at meetings.
2. The library has no provisions for kitchen facilities.
3. Group is responsible for clean-up and any damages related to the serving of refreshments.

Damages and Liability

1. The library is not responsible for loss or damage to any materials brought in by anyone using its meeting rooms.
2. Any individual or group using the rooms shall be held responsible for any damage to the library/school building, grounds, collections, or equipment caused by the group or organization, its members, or those attending its programs.

Non-Compliance

Failure to comply with the above rules and regulations may result in cancellation or refusal of use privileges.

Appeals

In the event circumstances arise which are not covered by the document above, the decisions of appropriate library personnel are binding. Any group or individual that has been denied permission to use library facilities may appeal in writing to the Library Board of Trustees.

Approved at the 11/3/99 Red Jacket Community Library Board Meeting.

Reviewed: 10/09

Revised: 10/09