

MEETING ROOM USE POLICY

All meetings must be open to the public.

Scheduling of meetings is based on room availability, with the library's needs and hours as major factors. Library-related activities will take precedence in scheduling the room. Because parking is limited, the library reserves the right to restrict meeting room scheduling during peak periods of library use.

The meeting room is available to non-profit, civic, community or charitable organizations to be used for educational, intellectual, recreational, social, cultural, and restricted political programs. Such programs cannot be of a commercial nature. No sales or soliciting allowed. ALL MEETINGS MUST BE OPEN TO THE PUBLIC.

Special Guidelines:

- FOR PROFIT GROUP - request will be considered on a case by case basis depending on their agenda and positive impact within the community. No fees charged or contribution made or monies exchanged at the meeting.
- POLITICAL - (information such a speaker and/or nature of meeting is required)
 - Any action or event organized by a campaign committee or a group *designed specifically to promote or oppose a candidate or ballot issue* is not permitted.
 - Meetings at which candidates will discuss current election issues are permitted provided the event is hosted by a non-partisan, non-profit organization (i.e. League of Women Voters) and all candidates for the same office have been invited.
 - Meetings held by elected officials to gather input or communicate with his/her constituents are allowed however must not to include opponent views
 - Small discussion groups studying religious topics are permitted.
- Meetings, programs or scheduled events must not be used in any way to gather names, to solicit information or make referrals to any other business or organization. No fees can be charged and no contributions may be solicited from those attending meetings, programs or events.
- The meeting room may be used during library hours with this exception: meeting rooms will close 30 minutes before the library closes.

The meeting room may be used after library hours with permission from library director. The required key security deposit will be returned to the meeting room applicant when the key is returned to the library the following day.

- **PLEASE NOTE:** The key must be returned to library staff the next library business day or returned in book drop.
- Generally, the meeting room should be booked at least two weeks prior to the event, but no earlier than one year to the day prior. Arrangements may be made for non-profit, civic, community and charitable organizations to reserve meeting space for regularly scheduled meetings but not exceeding one per month and do not interfere with other scheduled groups.

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- Arrangements for use of the meeting room are scheduled through a librarian. The meeting room must be booked in person. Payment is due at the time of booking. NO EXCEPTIONS.
- Use of the meeting room does not constitute Library sponsorship and/or endorsement. The Library's name and telephone number may not be used in promotion or for any purpose.
- Smoking and alcoholic beverages are strictly prohibited.
- **The room must be left in the condition in which it was found. All trash, including consumables, must be taken to the outside trash cans. All spills must be cleaned up.**
- The organization/person reserving the meeting room is responsible for any and all damages.
- The Library is not responsible for accidents and injuries and assumes no responsibility for equipment, supplies, or other items owned by a group or individual & used or left in the Library.
- The Library does not provide any equipment or supplies for public use. Groups may arrange to bring their own equipment and/or supplies with prior notification at the time of application. The Library is not responsible for equipment, supplies, or any other materials owned by the group and used in the Library.
- Storage of personal property, equipment and/or supplies is not permitted in the Library.
- The meeting room used by minors must be with adult supervision and must be reserved by an adult who shall be personally responsible for the conduct of the meeting, adherence to regulations and payment of any fees or damages.
- Decorations, which do not damage any portion of the room, are allowed. Please note: no lit candles, no Sterno (except under supervision of licensed caterer) or similar flammable liquids, no live animals other than legal service dogs.
- All accidents must be reported to the staff member in charge.
- **NOISE LEVELS AND MUSIC:** During hours the library is open, unreasonable noise disruptive to patrons or library operations is prohibited. Noise level in the rooms must be at a volume deemed acceptable by staff in a library setting. Recorded background music may be played at a level deemed acceptable by staff in a library setting.
- **NO ANIMALS** except Service Dogs are allowed in the Library or Meeting Room. Service dogs must be leashed and not disruptive. Liability for service dogs are the responsibility of the dog's owner. The Library nor library personnel have no liability for any legal matters brought against

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the service dog while at the Library facility. (A complete list of this policy may be viewed at ADA.gov, Regulation 35.104)

The Library reserves the right to impose a penalty for failure to comply with meeting room rules and regulations.

UNEXPECTED CLOSINGS: On rare occasions, the library is forced to close unexpectedly due to situations such as severe weather or emergencies. In this event, regrettably, activities scheduled in the meeting room must also be cancelled. A full refund will be issued if such an instance occurs.

IMPORTANT BOOKING INFORMATION: The hours you book must include time to set up/clear the room. You will only be allowed in the room during scheduled hours.

Security Deposit

- A security deposit (\$20 during library hours or \$50 after library hours) will be required at the time of application. Deposits will be returned if the group meets all the requirements of the meeting area policy. Security deposits will not be refunded for the following reasons:
 - Failure to return the room or area to the condition as stated in this policy.
 - Damage to the meeting area furniture, equipment or facilities.
 - Failure to vacate the area at the time specified in this policy.
 - Failure to return the key by the day after the meeting.

Usage Fee

A \$10 non-refundable maintenance fee will be required at the time of application. This fee is considered a donation to the Friends of the Lake Whitney Public Library.

Storage

The Library cannot provide storage for property of individuals, businesses, or organizations who meet in the library building, and assumes no responsibility for property whether attended or unattended, before, during, or after meeting room use.