

Meetings & Meeting Spaces

Policy:

The Library's meeting rooms are available to governmental agencies and community organizations engaged in educational, cultural, intellectual, charitable, advocacy, religious, political, civic, and other non-commercial activities. Access is granted to governmental agencies and community organizations on an equitable basis, regardless of the beliefs or affiliations of individuals or organizations requesting their use.

Permission to utilize rooms does not imply Library endorsement of the goals, policies, or activities of any individual or organization. The Library does not endorse the viewpoints of meeting room users and may not appear to do so in an organization's publicity for meetings. Promotional materials intended for distribution on Library premises is subject to review to verify the Library is not depicted as endorsing meeting room activities.

The applicant and their organization will be fully responsible for ensuring that use of the room is in accordance with Library policies including, but not limited to: the conduct of attendees as defined in the Library's Public Behavior Policy, the loss or damage to Library equipment or property, the posted occupancy, and emergency exit clearance. If an organization requires security personnel to ensure the safety of attendees, this is to be arranged at its expense and must comply with the Library's Public Behavior Policy.

Private and for profit uses of the meeting rooms are prohibited.

Application Procedures:

- Each applicant must complete a meeting room application form to be reviewed by Library staff. The application must include a brief description of the nature of the meeting, the name and contact information of the applicant, their organization, and the person who will be responsible during the event, including set up and clean up.
- Applicants for meeting room use must be over the age of 18. Adequate adult supervision is required if the event includes minors.
- Reservations may be made between 7 days and 42 days in advance.
- Organizations may make 2 reservations per month with a maximum of 4 hours per reservation. Reservation time should include time allotted for set up and clean up.
- Meetings must end at least fifteen minutes prior to Library closure.

Library staff will usually respond to a request within 72 hours. If additional information is required from organizations to determine if their activities are covered under this policy, this may delay the approval process.

Rules of Use:

- All meetings must be free and open to the public. No one may be denied entry to a public meeting or program.
- Except where designated in this policy, organizations may not collect any fees (including but not limited to admission fees, donations, raffle contributions, or other collections) or conduct sales of any kind, nor may they collect personally identifiable information from attendees. Collecting

personal information is considered a form of payment. Organizations may provide their own contact information for attendees to seek more information.

- Public performance rights for copyrighted works are required and must be provided prior to the presentation of films or other copyrighted performances.
- No storage of private property is permitted without prior approval from the Library Manager.
- The Library is not responsible for outside equipment and will not be able to provide technical support for outside equipment.
- Drinking alcoholic beverages, smoking and/or illegal activities are not permitted anywhere on Library premises.

Violation of this policy, or repeat cancellations or no shows, will result in denial of future reservations.

Library facilities differ according to space, availability and access. The Library Manager or designee will have final approval, oversight and control over use of Library meeting rooms and retains the right to modify and revoke privileges associated with this service.