

# Moundridge Public Library Meeting Room Policy

The Moundridge Community Library welcomes the use of its meeting room to governmental agencies, non-profit groups engaged in educational, civic, cultural and charitable activities, and individuals who agree to abide by this policy. The meeting room is primarily for use by the library for library sponsored programs and by library related organizations. However, when not required for these functions, the meeting room is available for other groups in support of the library's mission to be of service to the community. **Commercial organizations are not eligible to use the meeting room** unless the purpose of the meeting is continuing education for the organization's employees.

## Open Access

All meetings for which the room is reserved in advance must be open to the public, unless the purpose of the meeting is continuing education for a commercial organization's employees.

The Moundridge Library reaffirms the American Library Association's Bill of Rights which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use the library meeting room does not in any way constitute an endorsement by the Library of the group's policies or beliefs, and no claim to that effect may be used, either implicitly or explicitly in advertising. The Moundridge Public Library will make no effort to censor or amend the content of a meeting when granting meeting room access.

## Meeting Room Usage Fees

No fees are charged for meeting room use.

## Descriptions of the Meeting Room

Located on the main level in the southeast corner of the building, the room offers seating and table surfaces for 8-10. Maximum room occupancy is 10 adults. In most cases, there are two tables and 8 chairs available for use. Additional chairs may be available upon request.

## Meeting Room Use Options: Reservations vs. Drop-Ins

The library meeting room is available for use by groups or individuals who reserve the space in advance. The room is also accessible to individuals during designated "drop-in" sessions. Reservations will take priority over drop-in use, and can be scheduled during any time the library is open at the discretion of the library director. Drop-in use by single guests at a time may take place on weekdays from 3:00-5:00pm. Drop-in sessions will be offered on a first come, first served basis, and will only be available when a prior reservation has not been scheduled.

**Eligible Organizations** (in priority order):

- Library (*see additional details in appendix A below*)
- Library Related Groups (such as Friends of Moundridge Community Library and Library Book Clubs)
- Civic, school, and nonprofit groups presenting meetings of public interest
- Other groups not included above, and not specifically excluded in the Moundridge Community Library Meeting Room Policy
- Commercial, for profit organizations or individuals are not allowed to reserve/use the meeting room, unless the purpose of the meeting is training for the organization's employees.

**Reservations**

## General Process:

- a. Confirm meeting room availability and suitability
- b. Submit a completed "Library Meeting Room Reservation" form (which includes agreeing to abide by this policy)
- c. Confirm approval of the reservation

*Please note:* All reservations require the submission of a "Library Meeting Room Reservation" form.

The requestor must obtain confirmation of the reservation before they can consider the room available for their use. Submission of the request does not guarantee approval of the request. In most cases, approval can be granted at the time the request is made, but not always. The requester should expect the library to provide a confirmation of approval (or denial) of the reservation within 24 hours.

- When approved, the library will send an email confirming the reservation (specifying the date/time the room is reserved).
- The person signing the application must be at least 18 years of age and will be responsible for ensuring the room use policies and procedures are followed.
- In general, the use of meeting room may only occur during regular library hours. After-hour usage of meeting room may be considered based on staffing availability. The library's hours of operation are as follows:

Monday: 9:00am – 8:00pm  
Tuesday – Friday: 9:00am – 6:00pm  
Saturday: 9:00am – Noon  
Sunday: Closed

- The meeting room may be reserved up to 2 months in advance on first come, first served basis. As stated above, library programs will have priority.
- Organizations may not reserve the meeting room more than once per month.
- In the event a question arises regarding the eligibility of any group requesting use of the meeting room, the library director (and if necessary, the library board) will be consulted. The library board will have final authority in granting or refusing permission to use the library's meeting room.
- Meeting cancellations should be communicated to the library director as soon as possible.
- The library reserves the right to cancel an existing reservation in support of other library programs. Such cancellations are very rare. If they occur, the library will contact the reservation requestor to provide notice as early as possible and to work through rescheduling if possible.

#### Other

- Reservation times should include the time required to set-up and clean-up.
- In the rare event the library must cancel an existing reservation (inclement weather, facilities issues, etc.), the library director will contact the reservation requester as soon as possible to notify them of the situation and attempt to find a reasonable opportunity to reschedule.
- The reservation requestor will be held responsible for any damages to the facilities or equipment. Clean up charges will be assessed in cases of unusual wear and tear on the room.
- The library respects the privacy of organizations and will not share with the public information pertaining to a room reservation (e.g., organization name, contact info, etc.)

#### **Drop-Ins**

##### General Process:

- a. Confirm meeting room availability and suitability
- b. Ask a library staff member to "check out" the meeting room
- c. Submit a completed "Library Meeting Room Drop-In" form (which includes agreeing to abide by this policy)
- d. Note both time in and time out of the room at the front desk before leaving the library.

*Please note:* All drop-ins require the submission of a "Library Meeting Room Drop-In" form.

- Drop-In guests will have up to one hour in the meeting room if other guests are waiting for its use, or until the day's drop-in session is closed for the evening.

- The person signing the application must be at least 18 years of age and will be responsible for ensuring the room use policies and procedures are followed.
- If the room is needed for a meeting of more than one guest, a reservation must be made in advance. Drop-in sessions are for use by one guest at a time.
- Guests are limited to two drop-in sessions per week.
- The library reserves the right to ask a drop-in guest to leave in support of other library functions or programs. In such a situation, the library will give the guest 15 minutes notice that the room will need to be vacated.

#### Other

- The drop-in guest will be held responsible for any damages to the facilities or equipment. Clean up charges will be assessed in cases of unusual wear and tear on the room.
- The library respects the privacy of guests and will not share with the public information pertaining to room use (e.g., guest name, contact info, etc.)

#### **Basic Rules of Use**

Before using the meeting room upon arrival at the library, the group coordinator should notify a Library employee at the main information desk.

Occupancy may not exceed 10 adults.

Groups, organizations, and individuals using the room are responsible for maintaining order. Appropriate conduct consistent with library operation is expected as a condition of room use.

At least one adult (18 years or older) must be present and responsible for any event involving children under the age of 18.

No admission fees may be charged.

Drugs, alcohol and use of tobacco products are prohibited.

Open flames and cooking appliances-are prohibited.

Use of any library supplies or assets stored in the room (except for meeting room furniture) is strictly prohibited. Guests will be charged for the replacement of any items that are damaged or taken from the room during guest use.

Glitter and confetti are not allowed as they are difficult to remove from surfaces and carpet.

Food and drinks are allowed. However, dark juices are prohibited because stains are difficult to remove from the carpet.

Activities which impede the function of the library are prohibited.

Room set-up is the responsibility of the group who made the reservation. Library staff should not be expected to assist with room configuration activities (e.g., setting up tables and chairs)

The room must be returned to the condition it was in before it was used

Library staff shall have access to the room at all times. Every attempt will be made to respect the privacy of the group using the room.

Guests using the meeting room are prohibited from entering the library staff office. Access to the library staff will be available at the front desk only, and the door to the staff office will be kept closed during guest use of the meeting room unless a library staff member must access the room.

Damages to the premises, equipment or furnishings as a result of group use will be charged to the individual who reserved the room.

Moundridge Public library is not responsible for any materials brought into the library by guests, including damage to or loss of those materials in library facilities.

The Moundridge Community Library, its staff, board of trustees, or agents shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organizations, its members, affiliated person, guests, invitees, or licensees.

### **Non-Compliance with This Policy**

Failure to comply with the meeting room use policies or rules may result in denial of future use of the meeting room, financial liability for damages, and/or immediate removal from the room.

### **Equipment**

The library has various equipment and furnishings available for use in the meeting room. If specific equipment is required for the meeting, these items should be requested (and documented) at the time the reservation is made.

The library staff may or may not be available to help with any equipment troubleshooting.

**Snow Days– Bad Weather Guidelines**

Library activities and services will be open as usual unless specific announcements are made to the contrary. Such announcements will be made on the library website or voice mail message. Signs will be posted at the Library entrances if the Library closes after it has opened. An attempt will be made to contact organizations who have a reservation during such events. However, it is the group's responsibility to ascertain that the Library has closed or is not open in these situations.

## **Appendix A: Library Programs**

This policy defines the meeting room use processes, rules and guidelines for external organizations. This policy does not apply to Library-sponsored programs. For example, the Library may learn from patrons that financial planning education is a specific service that would benefit many in the community. In order to provide this service, the library may contract with an educator to offer a week long class and provide the meeting room. However, it's not unusual in situations like this for the participants to pay a nominal fee to attend the class (to cover materials, supplies and a portion of instructor expenses/overhead). This is different than if an independent financial planner attempted to use the library meeting room facilities on his/her own to have a venue to transact business and earn a profit. That would not be allowed as it would be in violation of this policy's organization eligibility rules (i.e., a commercial, for profit group cannot reserve a room).

Questions about this policy should be directed in writing to the Library Director.

Approved by the Board of Trustees: Adopted September 14, 2017