

# Moundridge Public Library Meeting Room Policy

The Moundridge Public Library welcomes the use of its two meeting rooms to governmental agencies, nonprofit groups engaged in educational, civic, cultural and charitable activities who agree to abide by this policy. The meeting room is primarily for use by the library, library-sponsored programs and 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 must be open to the public, unless the purpose of the meeting is continuing education for a commercial organization's employees.

The Moundridge Public 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 "Community Room"

Located in the southwest corner of the building, the room contains a counter top area with Keurig and microwave. Keurig and food supplies must be provided by those using the room. Maximum room occupancy is 33 adults. There are 4 rectangular tables (3 on a side) and 20 chairs available for use. Additional chairs and tables may be available upon request (8 tables 5 chairs). Also available: 65 in. flat screen smart T.V. and laptop computer.

## Descriptions of the "ARK" Study Room

Located behind the circulation desk, the room contains a shelf of books that are archive, research and Kansas related. Maximum room occupancy is 9 adults. There is one oval table and 5 chairs available for use. Additional chairs may be available upon request. Also available: 33 in. flat screen monitor and computer.

## Eligible Organizations (in priority order):

- Library programs (*see additional details in appendix A below*)
- Library-related groups (such as book clubs, monthly programs)
- Civic, school and nonprofit groups presenting meetings of public interest
- Other groups not included above, and not specifically excluded in the Moundridge Public 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 by calling the library at 620-345-6355.
- b. Obtain a "Library Meeting Room Reservation" form from a librarian (which includes agreeing to abide by this policy)
- c. Submit the completed form to the library director.
- d. Confirm approval of the reservation with the director.

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

The group/event coordinator must obtain confirmation of the reservation before they can consider the room available. 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 confirmation (specifying the date/time which 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 a meeting room may only occur during regular library hours. After-hour usage of a meeting room may be possible by previous arrangement with management.
- The meeting room may be reserved up to 2 months in advance and at least 1 week in advance. Permission will be granted on a first come, first serve basis. As stated above, library programs 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 will consult with the library board. The library board will have final authority in granting or refusing permission to use the library meeting rooms.
- 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 individual who made the reservation 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 group coordinator 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.)

## **Basic Rules of Use**

Two days prior to the scheduled event, the group coordinator will notify the library to confirm the schedule.

Occupancy may not exceed the maximum for the given room.

Groups and organizations 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) per 5 children 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 (except for coffeemakers and microwave) are prohibited without prior permission from the director.

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

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 that 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.

Groups 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 the groups 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.

The Moundridge Public 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 rooms use policies or rules may result in denial of future use, financial liability for damages, and/or immediate removal from the building.

## **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.

## **Appendix A: Library Programs**

This policy defines the processes for meeting rooms, usage, 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 is 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 January 26, 2016, Edited and Amended May 22, 2023