

## **Policies Governing Use of Meeting Room**

In accordance with the ALA BILL OF RIGHTS, which assures that the resources of the David & Joyce Milne Public Library are made available on an equitable basis regardless of the benefits or affiliations of the individuals requesting their use, the meeting facilities of the public library are available on a first-come-first-serve basis, provided that such meetings do not conflict with library-sponsored programs and that they conform to the guidelines outlined below.

## **Description of Meeting Rooms**

The main meeting room can hold up to 40 people maximum for a lecture or presentation, although the room is very full with that many people present. The room contains fifty chairs on a holder, a large table, a projection screen, and a white board. The windows can be darkened for AV presentations.

The Community Room, outside the main meeting room, is suitable for informal social gatherings or a somewhat larger audience than can be accommodated by the main meeting room - approximately 60 people. The meeting room chairs are available for use in the Community Room and additional chairs are available in storage.

The Board Room is available at some times. It contains a large board table which seats eight to ten, a white board, and can hold about 25 people seated in all.

Accessible bathrooms are available for use in the hall outside the Community Room.

## **Charges for Room Use**

At this time, no fees will be charged for the use of the meeting rooms. No fees can be collected for attendance of the meetings therein. Donations can be accepted but not required with prior approval.

## **Eligibility**

Meeting spaces at the David & Joyce Milne Public Library shall be DENIED to groups and/or individuals:

- Requesting spaces for the purpose of private social functions.
- Whose use of library spaces is exclusively for financial gain.
- Composed of youth, unless accompanied by an adult 18 years or older.
- While the library may allow a series of two or three meetings, it will not accept reservations for a series of meetings that would designate the library as the regular meeting place for any organization.
- Who fail to abide by this and other policies, rules, and regulations pertaining to the use of the David & Joyce Milne Public Library.

**Available Time**

At this time, meetings must be scheduled for time periods during the library's open hours, and must be concluded thirty minutes before the library is scheduled to close to allow sufficient time for the staff lock-up procedures to be executed.

**Advance Bookings**

Because library rooms are in demand, advanced reservations are encouraged, and some advance notice to the Assistant Library Director or designee is always required.

**Cancellations**

Cancellations should be made as soon as possible, once a decision is made, communicated to the Assistant Library Director or library front desk.

**Endorsement Disclaimer**

Permission for a group to meet at the library does not in any way constitute or imply an endorsement of the group, its policies, beliefs, or program by any library official or by the Board of Library Trustees.

**Liability**

The approval to use the library meeting facility carries with it a delegation of responsibility for the facilities used. The individual who signs the request form assumes the responsibility for any violations, accidents, or damages which may occur to the building or equipment. The library does not assume responsibility for children while parents participate in library programs or other activities in the library meeting rooms. Parents are liable for all damages done by their children to the library facility. Groups using the meeting room must ensure that there is adequate supervision of children. The signer will be held responsible for payment for all repairs which must be made as a result of any damages. Accidents or damages that occur during the use of a library meeting room must be reported to the Library Director or designee within 24 hours.

**Audio-Visual Equipment**

The availability of audio-visual equipment is subject to change at any time. At this time, a slide projector and video projection machine are available for use in the meeting room. Reservations must be made in advance for this equipment, and signer should be familiar with the operation of the requested equipment in advance of the meeting. Library staff will assist users with the proper operation of the A-V equipment in advance of the meeting, but will not serve as projectionists or technical advisers during any meetings.

### **Set-up and Clean-up**

The signer is responsible for setting up any meeting room to their requirements, and also for any cleaning up necessary. After any meeting, rooms must be cleared of all litter and chairs returned to their storage rack.

### **Refreshments**

Light refreshments may be served in the meeting rooms. The signer is responsible for supplying all consumables and necessary supplies for providing refreshments. The signer or their representative will be responsible for removing all foodstuffs and related materials after a meeting is over.

Serving alcohol for meetings or events held at the library is subject to prior approval by the Board of Trustees. Trustees meet regularly once a month. Smoking is not permitted anywhere in the public library.

### **Storage**

No storage facilities are provided for supplies or equipment. A refrigerator is available for short term storage immediately prior to an event.

### **Appeals**

The Board of Trustees may grant permission for the use of the library meeting facilities to any group or individual who does not meet the qualifications set forth in this policy. Facility use requests that have been denied in accordance with this policy may be referred to the Chairperson of the Board of Trustees for appeal.

### **Requests for Reconsideration of Materials**

Although all users of the meeting room must follow this policy, there can arise differences of opinion regarding the suitability of some uses. Patrons requesting that a meeting be reconsidered or restricted (e.g. to adults only) may complete a "[Reconsideration of Library Materials Form](#)" which is available in the library and on the website. The form will be given to the Director for a decision. If the patron so desires, it will be placed on the agenda of the next regular meeting of the Library Board of Trustees for further review.

Adopted June 14, 2023