



Use of Library Meeting Room and Facilities

1. General Policy

Library meeting rooms are primarily used for Library programming and meetings of Library support groups and staff. Library activities take precedence in scheduling the meeting rooms. When the rooms are not in use for library-sponsored activities, they are available for community and government use.

The rights of individuals or organizations to use these facilities will be made available on an equitable basis and will not be denied or abridged because of race, religion, age, gender, national origin, handicapping condition, beliefs, affiliations, or social and/or political views.

It should be understood by all individuals, groups, and the public at large that the granting or permission to use library meeting facilities does not constitute an endorsement of the beliefs, viewpoints, policies, or affiliations of meeting room users by the library staff, the Library Board of Trustees, or the Boards of County Commissioners of Lincoln County.

The Board of Commissioners in Lincoln County prohibit smoking and the use of tobacco products in public buildings, including libraries. Meeting room privileges will be denied to individuals and/or groups who violate this policy.

2. Room Capacity

<u>Library</u>	<u>Room</u>	<u>Capacity</u>
Charles R. Jonas	Meeting Room	100
Florence S. Shanklin	Meeting Room	121
West Lincoln	Meeting Room	

*Use of tables or chairs reduces the posted room capacity

All meetings must be scheduled to begin during regular library hours and end at least 15 minutes before closing time. Participants must be out of the building by closing time. Failure to vacate on time will jeopardize the group's future use of a meeting room.

3. Reservation and Confirmation of Rooms

All meeting room reservations must be submitted on a proper **application form** at least three (3) working days in advance of the meeting date requested by an authorized adult. A completed and signed **application form** must be on file at the library facility requested by an individual and/or group before a reservation can be accepted at that facility.

Reservations for meeting rooms will be scheduled as equitably as possible on a first-come, first served basis to ensure that all groups and individuals will have access to library meeting facilities.

The library reserves the right to reassign a group to an alternate room if necessary for logistical reasons.

Library programs and activities will always receive first priority for meeting room and equipment use.

All meetings must be open and free to the public without discrimination.

4. Responsibilities/Liability

Upon filling out an **application form** the individual or group is agreeing to the following responsibilities:

- Proper conduct of those attending the meeting.
- Cleaning the room at the conclusion of the meeting.
- Expenses of any damages to library property.

The adult who signs the **application form** and the adult who signs the **acceptance form** when the room is opened for the meeting are jointly and individually liable for damages sustained by the county and for violations of these regulations during the use of library meeting facilities.

Events in the library meeting rooms must not disrupt other uses of the library or disturb other library users.

Parents attending an event in the meeting room may not leave children under the age of 12 unattended in the Library.

The library will not be held liable for personal injuries sustained while using meeting rooms. The library is also not responsible for materials, equipment, or other personal belongs left in meeting rooms by users and/or attendees.

All materials must be removed from the meeting rooms by all users at the end of a meeting unless permission to do otherwise has been granted by the Director and/or his/her designee.

Individuals or groups having members under the legal age of eighteen (18) are permitted to use library meeting rooms, but the **application form** and the **acceptance form** for a reservation must be signed by a sponsoring adult who agrees to be legally responsible according to this policy.

5. Closing Procedure

The adult who reserves and/or signs for a meeting room must do the following:

- Notify library staff at the end of the meeting
- Provide the total number in attendance at the meeting
- Wait until the room has been inspected by the library staff before leaving

6. **Publicity**

All meeting room users – especially those who wish to distribute publicity for a meeting to be held at the library – must make meeting or program sponsorship clear, provide a telephone number and address for the sponsoring agent or group in their publicity and/or advertisement.

Neither the name nor the address of the library may be used as the official address or headquarters of any individual and/or organization.

The library staff is not responsible for providing information about any scheduled meeting.

Any user who repeatedly fails to properly inform its target audience may have meeting room privileges denied.

Before publicizing that any meeting or series of meetings will be held at the library, it is imperative that a reservation for all dates be officially confirmed by the library.

7. **Access**

The Director, designated library staff member, or appropriate county official is authorized to have access to any meeting solely to determine that it is lawful and in compliance with the regulations of this policy.

8. **Code of Conduct**

The Director or designated library staff member is authorized to deny or to terminate use of the library meeting rooms to individuals or groups who violate any of the library's policies and procedures, including the **Library's Code of Conduct**.

One warning to cease such activity would normally be issued but action to deny or to terminate the use of the meeting room may be taken without any warning. Any appeals of such action may be made to the Library Board of Trustees. The decisions of the Library Board are final.

Meeting room users may not affix posters, banners, signs, etc. to meeting room walls, doors, ceilings or library property without permission from a Branch Manager.

Organizations using the library meeting rooms may serve refreshments as long as they limited to non-alcoholic beverages and finger foods.

Programs may not disrupt use of the library. In all cases, loud noises (i.e., music or singing) may not emanate beyond the walls of the meeting room. If noise disrupts the library, the Director or designated library staff member will issue a warning that such noise is a violation of the **Library's Code of Conduct Policy**. If an appropriate reduction in the volume level is not made immediately by the group, then the meeting may be terminated and future use denied.

9. Common Areas

All meeting rooms are adjacent to a lobby area and rest rooms – both of which are public areas and cannot be reserved. Use of lobby areas and public rest rooms must be shared. The library staff is authorized to inform meeting room users of concurrent reservations.

10. Fire Regulations

The maximum seating capacity allowed by order of the Fire Marshall or other county official is posted in each meeting room. The use of tables reduces the posted room capacity. The use of tables reduces the posted room capacity. Fire exits are clearly identified and are to be used only in case of emergency. Under no circumstances should the exits be blocked by furniture or other equipment items.

11. Furnishing and Equipment

A limited number of stackable chairs and folding tables are provided by the library. In those facilities that have a kitchenette for public use, a limited amount of kitchenette-related equipment is available.

The library makes every reasonable effort to honor requests and provide adequate furnishings in good working order. However, the library cannot guarantee that the furnishings requested will be available at the time of a group’s meeting. Available furnishings and equipment will be distributed to groups as equitably as possible but library programs receive first priority.

Reservations for the use of audio-visual equipment must be made in advance, preferably at the time the meeting room reservation is confirmed.

Users of library equipment are responsible for being properly trained to operate it. Library staff will be glad to provide instruction in the use of library equipment as time permits and preferably well in advance of a meeting. **The authorized adult representative who signs for the meeting room is legally responsible for the proper use of library equipment.**

Meeting room users should inform the library staff at least three (3) days in advance of requested furniture and equipment arrangements. Library furniture and/or equipment should not be moved without approval of the library staff. Library staff cannot assist with set-up. At all sites it is expected that a meeting room will be left in the way it was found. There must be sufficient time allowed before and after meeting for proper clean-up and furniture rearrangement.

12. Fees

TYPE OF ORGANIZATION/USE	FEE
County, city, state, and/or federal government agencies	No Charge
Lincoln County based non-profit organizations/individuals	\$10 per hour
Lincoln County based for profit organizations/individuals	\$25 per hour
Out-of-county non-profit or for profit organizations/individuals	\$50 per hour