

Henderson County Public Library

Meeting Room Policy

Updated May 13, 2010

Purpose and availability

The library has two meeting rooms that are intended primarily to provide space for library-sponsored activities and programs that help the library fulfill its mission. This will always be the first priority and the library always reserves the right to alter the meeting room schedules according to the library's needs. As a public institution, the library is dedicated to free expression and free access to information and ideas on all points of view concerning the problems and issues of interest to the residents of Henderson County. When not in use by the library, the meeting rooms may be used without charge by non-profit organizations for civic, cultural, informational, or educational programs or meetings; by governmental entities for meetings, hearings, mediations, etc.; by businesses for training or managerial purposes; and by the general public as quiet places for the purpose of study. The meeting room facilities of the library are available during the library's regular hours of operation. Group meetings that last longer than the normal closing of the library must be held in the multi-purpose room and must receive approval from the Library Director.

Appropriate use

All meetings must be open to the public and free of charge. There may be no solicitation, promotions, sale of items, or any other activities that result in direct profit, unless sponsored by the library. Donations or free will offerings may not be requested. Non-profit organizations or educational institutions offering classes or seminars may be permitted to charge a fee with prior approval from the Library Director.

Description of meeting rooms

The library has one large and one small meeting room available for use. The large room, called the multi-purpose room, is 38' x 22', 836 square feet. There are various tables and chairs available for use with this room. It is suggested that no more than 75 persons be seated in this room. A comfortable meeting in this room would seat no more than 50 persons. Nonalcoholic beverages and light refreshments may be served in this room. The adjoining kitchen facilities may be used by special arrangement with the Library Director.

The small room, called the upstairs meeting room, is 23' x 23', 529 square feet. There are two long tables arranged in the shape of a "T". Seating is available in this room for 25 persons. Food or beverages may not be served in this room unless approved in advance by the Library Director.

Reservation process

A Meeting Room Reservation Form must be completed and filed with the Library Director for each meeting that is to be held. One person from the organization shall be responsible to the library for the group's use of the meeting room. Applicants must be at least 18 years of age. The reservation form must be approved by the Library Director (or designee) before use. Requests to reserve the meeting rooms may be made by telephone, but the reservation form must be completed and returned to the library prior to the scheduled meeting. Reservations for specific dates will be taken on a first-come, first-served basis. Requests for audio-visual equipment, kitchen facilities, and after-hours access must be made with the reservation.

The Library Director reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with the terms of this policy. No group may reserve the meeting rooms for longer than two days in succession without prior approval from the Library Director. The library reserves the right to cancel a meeting at any time for operational reasons, inclement weather, or emergencies. Any false or misleading statements or information on the Meeting Room Reservation Form shall be grounds to forbid the use of meeting rooms by the applicant group.

Rules of conduct

The individual who reserves the room will be responsible for ensuring that the following rules are applied:

1. All attendees must abide by the Appropriate Library Use Policy.
2. Programs or meetings may not disturb the use of the library by other patrons.
3. Meeting rooms should be left as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
4. Furniture and/or equipment from other areas of the library may not be brought into meeting rooms without the advance approval of the Library Director.
5. A group may provide its own personal furniture or equipment with prior approval by the Library Director. Arrangements for the use of any personal furniture or equipment should be made at scheduling time.
6. Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms before or after use without prior approval from the Library Director.
7. Exits must never be blocked. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
8. Attendance at meetings will be limited to the capacity of the individual meeting room as listed in this policy.
9. No tacks, nails, or adhesive tape are to be placed in or on doors, walls, or furniture.
10. Young children should not be left unattended while adults are attending meetings. Parents and/or caregivers should refer to the library's Safe Child Policy for guidelines concerning the care and behavior of children in the library.
11. Groups using the kitchen must leave the kitchen in a clean, orderly fashion. The library is not responsible for supplying dishes, silverware, table covers, kitchen utensils, or dish soap and towels. However, the library's dishes, silverware, coffee pot, and other kitchen items may be used, so long as they are washed, dried, and returned to their original

location. Be sure that all appliances are turned off. Be sure that all water taps are off, including those in the restroom.

12. All trash resulting from the serving of refreshments must be removed by the organization.
13. Smoking and alcoholic beverages are prohibited, as are open flames, such as candles, incense, or the like.
14. An adult or adults over the age of 18 must be present and in charge at all times. No games or activities will be permitted which will damage the grounds, building, furnishings or equipment.
15. Turn off all lights at the end of the meeting.
16. If the meeting ends after the library has closed for the day, ensure that the entire group has left and that there are no stragglers. Also, check the doors to make sure that they are locked.

Damage and cleanup

The sponsoring group or individual who reserves a meeting room assumes all responsibility for damage to library property and for leaving the premises in the condition in which it was found, including the arrangement of furnishings and the cleanup of trash. Any library property, equipment or items on exhibit lost, stolen, or damaged through misuse, carelessness, accident or vandalism shall be replaced or repaired to the satisfaction of the Library Board by the group using the facilities at the time.

A minimum fee of \$100.00 will be assessed for excessive cleanup. Damage to the facility will be billed to the group or individual responsible for the room and could result in restriction from further use.

Disclaimers

In allowing a group to use a meeting room, the Library Board and library staff do not imply any endorsement of the group's beliefs, policies or program. No group shall in any of its publicity state or suggest that the library, the Library Board, or the library staff sponsors or endorses the meeting, the group or any particular set of ideas.

Groups may identify the library and provide its address in their publicity for the meeting, but may not invite potential attendees to contact the library. The name, address, or phone number of the library may not be used as the official address/headquarters of an organization.

The library assumes no liability for injury to people, damage to their property, or loss of property belonging to individuals or groups using the library's meeting rooms. The library is not responsible for lost or stolen items.

This policy is not all-inclusive; approval of individual meeting situations not described within this policy is determined by the Library Director.