

2006 Approved Meeting Room Policy: Effective February 28, 2006:

The Library will adhere to the Library Bill of Rights (see attached) and make its meeting room available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The meeting room is available to groups and organizations in accordance with regulations established by the Library Board of Trustees.

The meeting room will be available at no charge to community groups and non-profit organizations, regardless of the beliefs or affiliations of the individuals or groups requesting. Meetings must be open to the public (except when legitimately closed per state statutes and for educational or training sessions, workshops or planning sessions).

The meeting room will be available at a charge to for-profit groups at the following rates: \$25.00-4 hours; \$50.00-8 hours; \$10.00/hour for additional hours beyond 8 hours. The fee must be paid no later than one week in advance of the meeting. If the fee is not received, the booking will be considered cancelled and the room made available to other parties. A cancellation of less than 24 hours prior to the booking date or a "no-show" will result in loss of the fee.

All meetings must otherwise follow guidelines developed by the Library and approved by the Library Board of Trustees for the use of the meeting room. The meeting room schedule will be posted each day on the entryway bulletin board upon opening the Library.

Public Library/High School Media Center programming and Library-related programming receives first priority. The meeting room will accommodate groups up to approximately 50 people.

The meeting room is not for regular, consecutive meetings by any group since such use restricts general availability to the public. There will be no more than six consecutive bookings on the calendar except for classes or program series, which have been approved in advance by Library administration.

The group sponsoring the meeting is responsible for the orderly conduct of the group and for any damage to Library property and equipment. The person initiating the original request for the meeting room will be the official representative of the group and assumes the responsibility for communicating Library policy to the group. At the time of reservation, the responsible party will receive a handout outlining the Library's meeting room policy.

The Library will provide needed audiovisual equipment (if requested in advance) and if it's available. Library staff is not available to operate equipment. The group

is responsible for arranging tables and chairs for the meeting and for straightening the room upon departure.

Refreshments are permitted only if the meeting room is left in the condition in which it was found. The group serving is responsible for the clean up. Cost recovery charges for specialized clean-up such as carpet/upholstery cleaning, paint repair, etc. will be passed on to the person booking the room if these repairs are a result of the group using the meeting room. Leaving the room in poor condition shall be a basis to deny future use of the Library meeting room by groups or individuals abusing this policy.

Meetings must begin and finish during the Library's operating hours. The Library reserves the right to attend any meeting held in its facilities. The Library expects meeting attendees to conduct themselves according to the Library Code of Conduct and the Library will ensure that the comfort, convenience, safety or welfare of the public is not disturbed. Unlawful activity or activities violating the Library Code of Conduct shall be a basis to deny future use of the Library meeting room by groups or individuals abusing this policy.

No outside group or organization using the Library meeting room shall charge an admission fee or sell any material or service for private profit or gain. Groups and organizations may, however, conduct activities as collecting dues from members or coffee money. Exceptions are: sponsoring groups that are non-profit organizations or educational institutions for approved classes, seminars or similar activities. Groups that have contracted with the Library to support programs and activities of the Library may use Library facilities for fundraising activities which further that support.

Groups and individuals wanting to use the Library meeting room shall fill out an application at least one week prior to the scheduled meeting date. Library staff may grant exceptions when the need for the meeting arises under circumstances that do not allow compliance with the one-week requirement and/or the room is available with minimal effort to Library staff. Applications will be available online at the Library's website: www.northkclibrary.org , the Library's circulation desk during Library hours and the Library office during the business hours of 8am to 5pm. Completed applications shall be returned to the Library's Administrative Assistant; the booking is not complete until the Administrative Assistant confirms in writing the date/time of the meeting with the responsible individual. The Library's Administrative Assistant or designee are the only staff members allowed to reserve the meeting room.

If it is necessary to cancel a reservation, the Library must be notified immediately. **A "no-show" may be denied future use of the room.**

Denial or grant of an application, or a modification of permission already granted, may be appealed, by any person adversely affected, to the Library Director. The

Library Director shall render a decision in writing. Any decision of the Library Director may be appealed to the Library Board of Trustees. All appeals shall be set forth in writing the basis of the appeal and shall include a copy of the application. The Library Director is authorized to issue the Library's Code of Conduct and Rules that are consistent with this policy and further its implementation.

In the event of a Library building emergency or inclement weather, meetings may be cancelled by Library staff. Every effort will be made to notify the party responsible for the booking; however, it is the person's responsibility to check with the Library to confirm the Library's closing.

Meeting room attendees are expected to participate in any and all emergency drills that occur during the meeting.

Library staff are not available to accept or relay messages and/or to page meeting room attendees except in an emergency situation.

Examples of Exclusions:

- Programs not suitable for the Library's physical facilities
- Programs interfering with the Library's goals and objectives or the Library's work by causing excessive noise, safety hazard, security risk, etc.
- For-profit groups soliciting or selling products
- Illegal gambling activities

Available Rooms:

One public meeting room. Accommodating 50 people.

Equipment: The Library will provide the following equipment.

- 10 24" x 72" tables and 60 upholstered, interlocking chairs
- Lectern
- Coat rack
- LCD projector
- Microphones
- Smart Board and Laptop (no downloading to laptop allowed. When using the Library's Internet connection, the organization is expected to follow the Library's Acceptable Computer Use Statement which is available at www.northkclibrary.org).
- White board (dry erase board w/markers)
- VHS/DVD/CD player

Restrooms:

Restrooms are available on both floors and are accessible.

Guidelines:

- Smoking or tobacco products are not allowed in the Library.
- Alcoholic beverages are not allowed in the Library.
- Candles are not allowed in the Library.
- Light refreshments are permitted in the meeting room. No cooking facilities are available.
- Please leave the area in a clean and orderly condition. Nothing can be attached to the walls.
- Please provide own coffee, cream, sugar and paper products.
- Individuals or groups may not store items at the Library.
- Unplug and turn off all equipment and appliances.
- Provide own assistance in carrying supplies and materials to the meeting room. There is an elevator.
- Library staff is not available to provide assistance in re-arranging seating, run the equipment, make photocopies, collate, etc.
- A phone is available in the meeting room. The Library will take only emergency phone calls or take messages for individuals or organizations. We ask that all cell phone use be outside the Library.
- Please do not use the Library's name implying endorsement or sponsorship.
- Minors may use the meeting room under adult supervision. Adults must be present in the meeting room at all times.
- The Library does not provide babysitting service for children of people attending the meetings. Children under the age of 8 may not be left unattended in the Library according to Library policy.
- Individuals or groups are responsible for compliance with the American with Disabilities Act and for providing qualified interpreters or auxiliary aids, upon request, for their programs.
- Individuals and/or groups must participate in any and all building emergency drills.
- Individuals and groups must adhere to the Library's Code of Conduct.