

## O. Meeting Room Policy

Approved by Library Board: 04/2011, 07/2015  
Last reviewed by Library Board: 07/2015

### Description

The meeting rooms in the Edward U. Demmer Memorial Library are located in the lower level of the library. Lower Level Meeting Room I has the capacity of no more than 75 people maximum and Lower Level Meeting Room II can accommodate a maximum of 40 people. The Library Board of Trustees encourages their use by community groups when they are not needed for library functions.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff and/or Library Board of Trustees.

### Use

Library related activities have first priority for use.

Organizations and/or individuals may use the rooms rental-free, provided they do not charge admission or hold a profit-making activity.

Organizations and/or individuals sponsoring a program of a non-profit nature may use the meeting rooms if the program is open to the general public.

All reservations will be made through the Library Director or his/her designated staff. Reservations will be handled on a first-come, first-serve basis. The Library Director will maintain a calendar of scheduled events.

Light refreshments such as coffee and cookies may be served and provided by the groups. All groups using the meeting rooms will be responsible for proper clean-up, stacking of chairs, disposal of refuse, etc. If clean-up is insufficient, or damage to the rooms occurs, a charge of \$20.00 or the cost of the repairs will be assessed. Additionally, consideration will be made as to whether the group may use the rooms again.

### ***Restrictions and limits***

All Library rules, as outlined in C. Patron Responsibilities and Conduct Policy, apply to those using meeting rooms at all times.

Intoxicating liquors, fermented malt beverages, controlled substances, and smoking are not permitted in the library and/or on the library grounds.

The Library Board of Trustees and staff do not assume any liability for groups and/or individuals

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attending a meeting in the library. Responsibility for personal injury is assumed by the organization using the library.

The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

Circulating petitions and/or conducting surveys, as well as solicitation, inside the library, at the doors or on the entry sidewalks (library property), unless authorized by a governmental body, is prohibited. Persons may use the sidewalk to circulate a petition or survey may do so as long as they are on a right-of-way and not impeding access or entry to the building.

The Library Director may grant or deny reservations which appear to be clearly covered by the Library Board's written policies, but shall refer exceptional requests to the Library Board of Trustees for a decision. An applicant may appeal a denial by the Library Director to the Library Board of Trustees.

### ***After hours use***

The Library Board of Trustees designates authority to the Library Director to permit a group to meet/continue to meet outside of the Library's regularly scheduled open hours.

A group requesting to meet outside of library open hours must:

- Specify after hours use in the room reservation request;
- Identify and provide contact information for an individual who will be responsible for closing and securing the library after the meeting has ended;
- At the end of the meeting, assure the following things are done:
  - o Assure all participants have left the meeting rooms, bathrooms, and have exited the Library via the **back entrance only**;
  - o Turn off all lights in the lower level and back stairs;
  - o Assured that the back and front entrance doors to the library have been locked and securely closed.
- Assure that all meeting room policies are followed while the group is meeting after hours.

Library staff who are closing the library on a day when an after-hours meeting is scheduled will:

- Lock the inside double doors at the front entrance;
- Deactivate the handicapped door opener on the inside door at the back entrance;
- Lock the inside back entrance door;
- Lock the lower level office doors and door to storage room;
- Provide training on turning off lights and securing the building to designated meeting representatives as needed.

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Any group or individual that abuses after-hours meeting privileges or is determined to be in violation of Library rules during those times may have rights to future use of the meeting rooms permanently revoked.

**Non-Discrimination Policy**

The Edward U. Demmer Memorial Library shall not discriminate in the use of its facilities, including meeting rooms, on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Appendix: Meeting Room Use Application