

## **MARION CARNEGIE LIBRARY MEETING ROOM POLICIES**

The multi-purpose room of the Marion Carnegie Library has been provided so that the library can promote its programs of service to the community, and so civic, cultural, and educational organizations may have access to library resources. The fact that a group is permitted to meet at the public library does not constitute endorsement of a group's policies or beliefs.

The Library Director or a designee authorizes use of the multi-purpose room or other area designated for meetings and maintains a schedule for its use. In the event a question is raised as to the objectives and activities of any group or organization requesting use of the room, the Marion Carnegie Library Board of Trustees has the final authority in granting or refusing permission to use the room.

The following rules and regulations apply to the use of the library's multi-purpose room and other available meeting space designated by the library. Any departure from these rules may be made only by the written authorization of the Library Director.

### **I. Availability**

1. Library programs and library-related programs have priority in the use of the meeting room at all times. In the event the library needs access to the room on a date that another group has the room scheduled, the library will give 30 days notice to the scheduled group that another meeting site will have to be arranged. Limited meeting space is available on the top floor of the library.
2. The meeting room is available for use by organizations, but not for private social gatherings or for fund-raising, political or commercial purposes.
3. For-profit groups may rent the room for meetings, training sessions, or similar business-related activities with the permission of the Library Director.
4. Non-partisan organizations which do not endorse individual parties or candidates may be allowed to conduct meetings in the library at which current election issues will be discussed by the candidates for public office, provided that all candidates for the same office shall be invited.
5. Groups of individuals under 18 years of age may use the room provided that they are supervised by at least one adult for every five (5) minors. The adult supervisors will be responsible for any damage.
6. Meetings that may disturb regular library functions shall not be scheduled.
7. Group activities involving more than normal wear and tear on the room will not be permitted, e.g., classes in handicraft projects involving materials that could cause damage.

8. The library staff will set out tables and chairs as directed on the application form. Any change in this arrangement must be approved by the library staff due to the potential for damage that may be sustained in moving furniture and equipment.
9. All meetings must be open to the public.

## II. Scheduling

1. An individual representing the group or organization desiring to use the room must complete the appropriate application providing all information requested on the form. The reservation is not confirmed until the deposit or rental fee is paid.
2. A \$25 refundable deposit will be collected from non-profit organizations at the time the reservation is made. The deposit will be refunded if (a) the meeting is actually held, and (b) the room is left clean and in good order. (An exception to this refund policy may be made if inclement weather causes a meeting to be cancelled.)
3. A rental fee of \$50, which is non-refundable, will be charged for-profit groups. This fee will be collected at the time the reservation is made.
4. Application to use the room shall be made at least one week in advance and not more than 3 months in advance.
5. Generally, no group or organization may use the room more than once a month. Exceptions may be granted for workshops or educational classes or other reasons with Board approval.
6. Groups using the library on a regular basis for meetings must reapply annually.
7. The room shall be scheduled for use during regular library hours only. If a group remains past the library's closing time, the \$25 deposit may be forfeited and the group may be denied permission to schedule the room in the future.

## III. Responsibility for Equipment and Facility

1. No signs, displays, or exhibits may be attached to the walls in any manner.
2. Organizations shall accept responsibility for the repair or replacement of damaged or missing equipment or furnishings, or for damage to the building's interior.
3. No materials, equipment, or furniture belonging to groups may be stored on library premises. The Library Director must approve any exceptions to this policy. The library will not assume responsibility for items left on the premises.
4. The multi-purpose room is equipped with an LCD overhead projector, a VCR, a DVD player, an 8 ft. projection screen, a podium and 3 microphones. Need for this equipment must be indicated on the application form. Library staff will instruct groups in the use of this

equipment before the meeting. The group or organization will supply any other equipment needed to conduct the meeting.

#### IV. Food and Beverages

1. No kitchen facilities will be available to groups or organizations using the meeting room.
2. Light refreshments or light meals that involve no cooking may be served. The group or organization will supply all equipment and utensils needed for this purpose.
3. No alcoholic beverages may be served.
4. Clean up is the responsibility of the group or organization using the facility. A broom, dustpan, bucket, sponge, and mop will be provided by the library and stored in the room for use by the group or organization for clean up. A checklist will be provided by the library to insure that clean up is satisfactory.

#### V. General Regulations

1. Neither the name nor address of the Marion Carnegie Library may be used as the official address or headquarters of an organization using the room, except for the Friends of the Marion Carnegie Library.
2. Admission fees or collections are prohibited at meetings held at the library. The only exceptions are in the case of paid registrations that are necessary to cover the expenses of formal workshops or institutes, or fees to cover the cost of a library-sponsored program.
3. The Library Director or designee is authorized to terminate the meeting of any group that becomes disorderly or objectionable and to deny subsequent use of the room by groups that violate policies and regulations.
4. No additional furniture other than that furnished by the library is to be used without library approval. Supplies needed for the conduct of meetings or programs are to be supplied by the group using the room.
5. No smoking will be allowed in any part of the library at any time.
6. These regulations apply to any other space in the library designated for meetings.
7. If the multi-purpose room will be used as a Regional Training Center, a different application form must be completed and approved by the Library Director.

#### VI. Amendments

1. This statement of policy is subject to amendment at any time by the Marion Carnegie Library Board of Trustees.