

1 **Meeting Room Policy**

2 *Approved by the Carnegie-Schadde Memorial Public Library Board Nov. 21, 2023.*

3
4 **General Information**

5 The Carnegie-Schadde Memorial Public Library encourages use of its meeting rooms by community
6 groups and community members. The Library offers two (2) rooms with a range of sizes and features
7 (details available on library website). This Meeting Room Policy refers to usage of the Auditorium, and
8 the W.R. and Floy A. Sauey Foundation Community Meeting Room. (Study Room usage is governed by
9 the *Study Room Policy*.)

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11 Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or
12 groups requesting their use, and use of the library's rooms does not constitute the Library's
13 endorsement or advocacy of a meeting's content or an individual/group. Library meeting room use may
14 include content that may be unorthodox, unpopular with the majority, or controversial in nature. The
15 library adheres to the principles of intellectual freedom, adopted by the American Library Association, as
16 expressed in the Library Bill of Rights.

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18 The library retains the right to monitor all meetings, programs and events conducted on the premises to
19 ensure compliance with library policies. The Library's *Conduct Policy* and all other policies apply to
20 programs or meetings held within meeting rooms at all times. Failure to follow the guidelines outlined in
21 this policy or other library policies may result in loss of meeting room use privileges.

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23 **Guidelines for Meeting Room Usage**

- 24 • Meetings/events are to take place during regular library hours and all users/attendees must
25 vacate the rooms 15 minutes prior to the Library's closing time. Exceptions may be made with
26 the approval of library management, and additional fees may be charged.
- 27 • Any individual age 18 and older may reserve a meeting room.
- 28 • The individual reserving the room shall remain present in the room other than for brief breaks.
29 Adult supervision is required for attendees under age 18.
- 30 • Meeting rooms may be reserved, and reservations may be made up to 90 days in advance.
31 Same-day reservations and walk-in reservations are allowed, provided all other qualifications
32 are met.
- 33 • Use of the rooms without reservation is not recommended, because a user without a
34 reservation will have to vacate the room when a reservation begins.
- 35 • Meeting room reservations may be released if the rooms are not occupied within 15 minutes of
36 the reservation start time.
- 37 • A/V cords and connections, and white board markers/erasers are available to be checked out
38 with a library card (or users without a library card may leave an ID) at the main service desk.
39 Alternately, users may bring their own.

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41 **User/Attendee Requirements:**

- 42 • Must not interfere with the normal functions of the library by causing excessive noise, a safety
43 hazard, and/or security risk.

- 44 • Must grant library staff free access to rooms at all times.
- 45 • Must set up and return room to its former arrangement when finished. (Users are responsible
- 46 for their own room set-up)
- 47 • Must put all refuse in trash receptacles provided.
- 48 • Must not affix anything to walls or doors.
- 49 • Must not block fire exits in any way.
- 50 • Must not exceed designated maximum room capacity. Room capacity is posted in each meeting
- 51 room.
- 52 • Must leave room in good condition.
- 53 • Must not host programs/events for which there is an admission charge or designed as fund-
- 54 raisers, except by prior permission of library management. Must not solicit for the sale of goods
- 55 or services except as part of a library-sponsored program of event.

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57 **Room Use Fees**

58 There is no fee charged for use of the W.R. and Floy A. Sauey Foundation Community Meeting Room .

59 The fee for use of the Auditorium is \$20 per hour. Additional fee of \$10 per hour for use of the

60 kitchenette. Room use fees must be paid at the time the room is reserved.

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62 If the room is not restored to its original order or if additional custodial cleaning is required, the library
63 will bill the user the cost of that labor (minimum of \$25). If the room or equipment is damaged beyond
64 normal wear and tear, or if library furniture or equipment is missing, the library will bill the user for
65 repair or replacement costs.

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67 **Reservation Priorities**

68 Groups must complete a Room Reservation Application in print or on the Library's website to reserve or
69 rent a Meeting Room. Reservations must be made by a responsible member of the organization, over 18
70 years old, who will see that all the regulations are followed. If more than one group requests a room for
71 the same time, priority will be given as follows:

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- 73 1. Library programs/events or library-related meetings;
- 74 2. Other organizations/individuals in order by date of application and payment received. Rooms
75 may be reserved no more than 90 days in advance of the meeting date. Exceptions are also made for
76 library-sponsored programs and meetings of City or County government. The Library reserves the right
77 to pre-empt reservations; however, the Library will not pre-empt within 2 weeks of the scheduled
78 meeting date. The library reserves the right to close and cancel use of its meeting rooms in the event of
79 an emergency, adverse weather, or if rooms are in need of repair or if the library closes.

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81 **Hold Harmless Agreement**

82 User must abide by rules stated in this policy, indemnify the library from any damage caused by user,
83 and hold the Library, the Library Board, and its employees, free from any liability. The Library Board and
84 staff assume no liability for equipment, supplies, materials, clothing or other items brought to the
85 library. The Library Board and staff assume no liability for groups or individuals attending a meeting in
86 the Library.



87 **Disclaimer**

88 The fact that a group is permitted to use a library meeting room does not in any way constitute
89 endorsement of the group's policies or beliefs by the Library. No advertisements or announcements
90 implying such endorsements will be permitted. The Library's logo must not be used on any promotional
91 material unless approved by the Library Director. The Library Director (or their designee) shall be
92 responsible for the administration and interpretation of this policy, and may consider exception(s) to
93 any aspect of this policy.

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95 Any group or individual who has an objection to decisions made under this policy or to the policy itself
96 shall file a notice of appeal in writing to the Library Director or Library Board President within 10 days.

97 The Library Board will hear the appeal within 30 days.