

Meeting Room Policy

PUBLIC USE OF LIBRARY MEETING ROOMS

Meeting rooms in the Southgate Veterans Memorial Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes. The Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. Public use of library rooms is subject to availability and compliance with the terms of this policy. When the meeting rooms are not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

Meeting rooms are to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The library meeting rooms are intended to host organized meetings and are **not available for party-type functions**.

Provision of library meeting rooms for public use does not constitute endorsement by Southgate Veterans Memorial Library or by its staff, of the groups or individuals using the meeting room or their beliefs. Public meetings and events held in the library are not sponsored by Southgate Veterans Memorial Library, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or his/her designee prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the library **publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, "This program is neither sponsored, co-sponsored nor endorsed by Southgate Veterans Memorial Library"**. A sample of the literature must be received prior to distribution for approval by the Library Director or his/her designee.

This policy does not apply to meetings or use of the meeting rooms by the Southgate Veterans Memorial Library or programs sponsored or co-sponsored by the library.

1. AVAILABILITY AND USE OF LIBRARY MEETING ROOMS

- The maximum capacity of each meeting room is 65. Meeting room users are responsible for ensuring that maximum capacities are not exceeded.
- Library staff may attend or observe any event at any time.
- Library meeting rooms may be reserved at least 2 weeks in advance of the requested use date, but not longer than one year prior to the scheduled meeting.
- To insure or promote the accessibility of library meeting rooms to a wide variety of community groups, and so that the entire **Southgate** community may have opportunity to make use of the limited facilities available, no group may use the rooms for more than twelve (12) meetings per year.
- Rooms are available only during library hours of operation, with the exception of library/city sponsored events.
- All meetings must conclude at least 15 minutes prior to closing.

2. FREE USE OF LIBRARY MEETING ROOMS

Library meeting rooms are available for use, **free of charge, to groups or individuals meeting the following criteria:**

- The group or organization sponsoring the event must be a 501(C)(3) non-profit group or an individual or group that is indisputably not commercial in nature and resides in the City of Southgate. Official letterhead shall determine the location. Determination of whether a group or individual meets these criteria rests with the Library Director or his/her designee.
- Library meeting rooms are available for educational, cultural, informational or governmental/civic activities. These activities may include public lectures, panel discussions, workshops and other similar functions **and may not be disruptive to regular library operations.** No commercial sales, or profit-making uses of the meeting rooms are allowed.
- **Capacity** - Meetings/events/programs must be open to all persons who wish to attend, within the maximum allowed capacity of the space.
- **Fees/Donations** - With the exception of library-sponsored or co-sponsored events, only voluntary donations are permitted. No fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.

3. RENTAL OF LIBRARY MEETING ROOMS: (FEE CATEGORIES FOLLOW)

Individuals or organizations not able to meet the criteria for **free** use of library meeting rooms may be eligible to rent library meeting rooms for a fee, subject to a determination that the proposed use is appropriate to the space, and not disruptive to regular library functions. Final determination regarding eligibility to rent library meeting rooms rests with the Library Director or his/her designee.

Meeting room rental fees will be charged in accordance with the following fee schedule:

Category 1	No charge	Southgate Resident, Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501(C)(3)	Homeowners associations, public lectures, panel discussions, workshops and other similar functions. 501(C)(3) documentation may be required.
Category 2	\$20.00/per session (up to 4 hours)	Non-Resident, non-profit	Homeowners associations, public lectures, panel discussions, workshops and other similar functions. 501(C)(3) documentation may be required.
Category 3	\$40.00/per session (up to 4 hours)	For-Profit Organizations/Businesses within Southgate	For-profit businesses of Southgate residents – or – Businesses located within Southgate.
Category 4	\$100.00/per session (up to 4 hours)	Non-Resident for-profit	Non-Resident for-profit groups, individuals or organizations
Category 5	No usage permitted		For-profit groups or organizations soliciting or selling products or services are not eligible to use library meeting rooms.

4. RULES OF CONDUCT & CONDITIONS FOR MEETING ROOM USE

Library meeting room users must agree to abide by the following Rules of Conduct specific to Southgate Veterans Memorial Library meeting room use:

- **Contact/Registration** - Meeting room users are responsible for scheduling and confirming reservations. The library telephone number may not be used as a contact for the meeting. Library staff will not handle registration or answer questions concerning the organization's use of the meeting rooms.
- **No Interference with Library Operations** – Public use of meeting rooms may not interfere with the library's operation or disturb other library users. Meeting room users must observe all library policies.
- **Electronics** - The library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the library by room users. The library cannot provide any electronic equipment.
- **False Information** - Inclusion of false information in the Meeting Room Application will result in automatic and immediate revocation of permission.
- **Fees/Admission** – No admission or fees of any kind may be charged to attend programs or meetings held at the library.
- **Food/Refreshments** - Alcoholic beverages are not allowed in any meeting room. The library does not provide supplies such as cups, containers, coffee makers, etc.
- **Minors** – Groups including minors must be supervised by at least one responsible adult 18 years of age or older per 10 minors. Responsible adult must apply for, sign and take responsibility for the reservation.
- **Publicity** - Applicants shall not promote their event with the library name and address or location without a signed, approved Meeting Room Application. Advertising materials used at the library (flyers, posters, banners, etc) shall be submitted to the library for approval and posting will be displayed when deemed appropriate by the library. Publicity for events to be held in the library must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by Southgate Veterans Memorial Library, unless prior permission to do so has been given in writing.
- **Reservation Reassignment** - Groups or organizations may not assign their reservations to other groups or organizations.
- **Responsibility** – Applicants must guarantee and be responsible for their group's conduct. Financial responsibility for any damages due to their use of the premises rests with the applicant.
- **Printed Materials/Literature** – Users shall not distribute personal or group literature, brochures and other materials to library patrons outside of the meeting room in the library building. Persons or groups using the meeting rooms shall not leave printed materials on library property without prior approval of the Library Director in accordance with Library Policy.
- **Storage** - The library is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The library is not able to provide storage space for materials or equipment between meetings. The library will not accept deliveries on behalf of the group. Items left in the meeting rooms will be moved to lost & found or discarded.

Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless Southgate Veterans Memorial Library and its appointed officials, boards, committees, agents and employees (collectively, the "library") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library or which the library may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.

Authorization to use library facilities may be revoked by the Library Director or his/her designee upon violation of any Policy, rule or procedure. Persons or organizations refused the use of the meeting rooms or persons or organizations whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing to the Library Commission. Such appeals must be submitted in writing to the Library Commission within 10 days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms.