

# Southgate Veterans Memorial Library

## 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, other City of Southgate departments, 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 social or party-type gatherings, such as birthdays, weddings, funerals, games, reunions, etc.**

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 Director or their 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 Director or their designee.

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

#### **1. Availability and use of use of library meeting rooms**

- a. The maximum capacity of each meeting room is 65. Meeting room users are responsible for ensuring that maximum capacities are not exceeded.
- b. Library staff may attend or observe any event at any time.
- c. Library meeting rooms must be reserved at least 1 week in advance of the requested use date, but not longer than one year prior to the scheduled meeting. An exception is made for groups that have made consistent use of the meeting rooms; their scheduled reservations are held in place for each year, becoming available for other groups only if the reservation is not confirmed by January 1<sup>st</sup> of the new year.
- d. Requests to alter a reservation must be made at least 1 week in advance.
- e. Rooms are available only during library hours of operation, with the exception of library/city sponsored events.
- f. All meetings must conclude at least 15 minutes prior to closing.
- g. There is a required 15 minute gap between meetings; reservations may need to be adjusted to accommodate this. The library will notify groups when this occurs.
- h. Groups may gain entry to a reserved meeting room no more than 15 minutes before the beginning of their reserved time.

- i. The library reserves the right to cancel meeting room reservations.
- j. If a reservation conflicts with a library need for the meeting room, the library takes priority, regardless of how long the reservation has been in place. An alternate day and/or time will be found, if possible, to reschedule the reservation.
- k. The library provides tables and chairs. It is the responsibility of each group to set up the meeting room to meet their needs.

## 2. Use of library meeting rooms

- a. Meeting room fees are determined by the nature of the group or individual reserving the space. Any fees must be paid prior to the meeting.
  - i. Library meeting rooms are available for use, free of charge, to 501(C)(3) non-profit groups, or an individual or group that is indisputably not commercial in nature.
  - ii. For-profit groups or individuals may reserve a room for up to 4 hours for \$50 per session.
  - iii. Final determination regarding eligibility & fees to reserve library meeting rooms rests with the Director or their designee.
- b. 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.
- c. Meetings/events/programs must be open to all persons who wish to attend, within the maximum allowed capacity of the space.

## 3. Rules of conduct and conditions for meeting room use

- a. **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 are not responsible for answering questions concerning the organization's use of the meeting rooms.
- b. **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.
- c. **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.
- d. **Set up** – Groups are responsible for setting up rooms for their needs. Tables and chairs are provided. Everything in the room should be returned to where they were found when the meeting concludes.
- e. **False Information** - Inclusion of false information in the Meeting Room Application will result in automatic and immediate revocation of permission.
- f. **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.
- g. **Food/Refreshments** - Alcoholic beverages are not allowed in any meeting room. Food and drink are permitted, but must be kept within the meeting room and adjoining

- hallway, and any spills or other messes must be cleaned up before the group leaves. The library does not provide supplies such as cups, containers, coffee makers, etc.
- h. **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.
  - i. **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.
  - j. **Reservation Reassignment** - Groups or organizations may not assign their reservations to other groups or organizations.
  - k. **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.
  - l. **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 Director in accordance with library policy.
  - m. **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 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, have the right to appeal in writing to the Library Commission. Such appeals must be submitted in writing to the Director within 10 days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms. The Director will inform the Library Commission of the appeal, which will be addressed at the commission’s next scheduled meeting.***