

Grant County Public Library – Library Operations Policies

8.8 Public use of the meeting room/grounds

The primary purpose of the Grant County Public Library premises is to provide a space for library-sponsored activities and programs that help the library fulfill its mission of serving the county's information, leisure, and lifelong learning needs.

The secondary purpose is to bring together library resources and Grant County government agencies and non-profit organizations/groups. When the meeting room/grounds are not scheduled for a library activity or program, they are available on an equitable basis to Grant County government agencies and non-profit organizations/groups for civic, cultural, informational, or educational meetings/events. Children's organizations/groups may use the spaces if they are supervised by adults.

The library denies the use of the meeting room/grounds to organizations and groups that do not adhere to the following requirements:

APPLICATIONS/RESERVATIONS

1. *Non-discrimination.* The government agency or non-profit organization/group must provide information and program services to all persons regardless of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 [P.L. 100.259].
2. *Application.* An application for use of the meeting room/grounds must be made in writing by one person representing a government agency or non-profit organization/group that is obligated to the library for the safe and proper use of the premises. The applicant who represents the government agency or non-profit organization/group must be at least 21 years of age. The library director (and library staff deemed appropriate by the director) reviews the application and approves or rejects it based on the criteria set forth in this policy.
3. *Non-transfer.* Approval of an application for use is not transferable to another organization, group, or individual.
4. *Conflict of usage.* Requests for use of the meeting room/grounds for other than library business or programs are not granted until it is clear that such use will in no way conflict with library activities. A calendar of approved requests is maintained to avoid scheduling conflicts.
5. *Reservations.* An approved Application to Use the Library Meeting Room/Grounds is required before reservations can be made. All requests to use the premises are made by contacting the library director (and library staff deemed appropriate by the director) in person or by phone, fax, or e-mail. Reservations are accepted on a first come, first served basis. They should be made at least one week prior to the meeting date. To allow the library flexibility in meeting its own programming needs, reservations may not be made more than 2 months prior to the meeting/event date. The library maintains a calendar listing of confirmed dates; it is available to the public.
6. *Frequency.* The library cannot provide space on a frequent and permanent basis to support the primary activities of government agency or non-profit organization/group, so use of the room is on an occasional basis not to exceed six times a year.
7. *Disclaimer.* The library does not advocate or endorse the viewpoints of any government agency or non-profit organization/group or individual. No user of the premises may imply in any way or represent that the meeting/event is sponsored by the library without express written consent of the library director.
8. *Publicity.* No publicity in connection with any meeting/event to be held at the library is to make reference to the library except to designate meeting location. The name, address, or phone number of the library may not be used as the official address or contact of government agency or non-profit organization/group or for a meeting/event.
9. *Cancellation.* The library reserves the right to cancel a reservation without notice if the library is unexpectedly closed due to weather or an unforeseen emergency. The event's contact person will be called as soon as the decision to close is made.
10. *Revocation.* Failure to comply with this policy will result in loss of meeting room/grounds use privileges.

RULES AND REPOSIBILITIES

11. *Open access.* Meetings and events must be open to the public. Attendance may not be restricted through tuition or admission fees.
12. *Prohibited uses.* Use may not include commercial or for-profit activities, private social functions, religious or partisan activities, or programs not consistent with the library's mission.
13. *Solicitation and sales.* There may be no distribution of literature, brochures, or other materials to library customers. There may be no solicitation, promotions, or sale of items, unless sponsored by the library.
14. *Non-interference.* A meeting/event must be confined to the meeting room/grounds and may not cause disturbance to those using the library or interfere with normal library operations because of noise or other factors.
15. *Prohibited substances.* Smoking, alcoholic beverages, and controlled substances are prohibited, as are open flames, such as candles, incense, or the like.
16. *Capacity.* Attendance may not exceed the capacity of the room –
Community Room: 50 people seated auditorium style or 32 people at 8 tables or maximum of 100 children seated on the floor.
Meeting Room A:
Meeting Room B:
17. *Available times.* The meeting room and grounds are available only when the library is open. The meeting/event must end and the area must be cleaned up at least 15 minutes before the library's closing time.
18. *Equipment.* The library's data projector, speakers, televisions, laptops, cables, and extension cords are available to the general public for use either inside or outside the library. The library does not provide staff to operate audiovisual equipment.
19. *Storage space.* The library does not provide storage space for equipment, supplies, or personal property; therefore all personal items left in the room following the meeting will be discarded.
20. *Setup/takedown.* Furniture may be rearranged, but the room must be returned to its original condition. Library staff do not set up or take down tables or chairs. Decorations, posters, or the like may not be attached on the walls, windows, or furnishings.
21. *Food and drink.* No food is permitted within the library, including community rooms. Food is permitted on outside grounds. Covered drinks are permitted in meeting rooms/grounds.
22. *Janitorial fee.* A fee of \$20 per hour (minimum \$20) is assessed for cleaning if the meeting room or grounds are not returned to its original condition.
23. *Liability.* The library is not responsible or liable for any accident, injury, loss, or damage to personal property of individuals or government agency or non-profit organization/group using the meeting room/grounds.
24. Room use may not include programs similar to those that the library already provides.

This policy is not all-inclusive; approval of individual meeting situations not described here is determined by the Library Director. For good cause, the library director may waive a rule/regulation or may deny or cancel any reservation.



Application for Use of the Library Meeting Rooms/ Grounds

This application must be completed by an agency, organization, or group representative and must be approved by the Library Representative before a meeting can be scheduled.

Agency/Organization/Group Name	
Agency/Organization/Group Address	
Representative's Name	
Representative's Phone Number	

State the Primary Purpose/Mission of the Agency/Organization/Group:

Detailed Requirements

Meeting/Event Name			
Meeting/Event Date			
Meeting/Events Start Time/End Time			
Number of Attendees (Anticipated)			

Is advance setup time required before the meeting/event (Circle One)? Yes No

Room Setup Requirement(s)

(note that room setup and tear down is the responsibility of those using the room – The agency/organization/group is expected to return room to its original condition when meeting ends)

Equipment/Technology Requirement (library-owned equipment recommended, circle all that apply)

Visual Display and/or AV Equipment	Yes	Wi-Fi Connectivity	Yes
Video Conferencing System	Yes	PC with DVD Access	Yes
TV with HDMI Ports	Yes	Polycom Speaker Phone	Yes

I certify that I have read the library's policy on Public Use of the Library Meeting Room/Grounds and that the Agency/Organization/Group that I represent plans to use the Library premises for civil, cultural, informational, or educational meetings/events that are free and open to the public. Furthermore, I certify that I understand and agree to the requirements as set forth in the attached policy

Representative's Signature		Application Date	
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Please note: Requests must be completed at least 48 hours before the scheduled meeting/event

Library Representative's Action		Date	
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