

## **MEETING ROOM POLICY**

The NEGRLS Board of Trustees does not exercise direct control over the use of the meeting rooms at affiliated libraries. There is, therefore, no overriding policy in regard to meeting room use. It is recommended, therefore, that each affiliated library adopt its own policy in regard to the use of its meeting room. All such policies will be filed with the Regional Services Director for inclusion in the Policy Handbook.

All such policies should include the following provisions:

- The library makes its meeting rooms available for use by nonprofit groups for noncommercial, cultural, informational, educational, intellectual and civic purposes.
- Room availability is contingent on there being no conflict with library programs or meetings, which have first priority at all times.
- The affiliated library board reserves the right to determine use of the rooms, to assess maintenance fees for use of the rooms, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.
- The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies and beliefs.
- Groups may not use the name or address of NEGRLS or the affiliated library as the official address or headquarters of the organization.
- Advertisements for meetings held in the library may not be displayed in such a manner as to suggest library sponsorship unless such a sponsorship or co-sponsorship exists.
- Failure to abide by policy and the related regulations will result in cancellation or refusal of reservations.
- An organization seeking to use meeting facilities must agree in writing to observe the affiliated library's policy and regulations.
- All meetings shall be open to the general public, regardless of age, sex, race, religion, national origin, or physical disabilities.
- No admission fees may be charged nor money collected nor other money-raising activities conducted except in conjunction with the library or the affiliated Friends of the Library.
- Reservations must be made in writing not more than 90 days nor less than 15 days prior to the event. Groups that used the meeting room on a regular basis must confirm the specific dates with the library in accordance with the library's method of scheduling.
- The person authorized by the group to assume responsibility on its behalf and sign the application for the room must be a resident of the library service area.
- All reservations must be confirmed by the library; an application does not necessarily assure approval.
- Requests will be considered in the order of application.

- No group may transfer use of the rooms.
- Groups may not exceed the stated capacity of the room.
- Excessive noise or use of hazardous material is prohibited.
- Groups which will include children under the age of 18 must provide adult supervision at the ratio of one adult for each ten children in attendance.
- Groups must transport their own supplies and equipment.
- Groups are responsible for leaving the facilities in order after use.
- The library is not responsible for security or storage of property owned by groups using the meeting room, nor is it responsible for damage or loss of property of others.
- Groups are responsible for reimbursing the library for damage to the facility.
- Tobacco use is not permitted on library premises.
- Alcoholic beverages are not permitted on library premises, with the exception of Friends of the Library fundraising events at the discretion of the affiliated library board.

As the Regional Library Board exercises no direct authority over meeting room usage, problems arising from an affiliated library's meeting room policy will be resolved by that affiliated library board. Likewise, any liability arising from such problems will be the responsibility of the affiliated library board.