

Meeting Room and Facilities Use Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

The _____ Public Library allows the community access to its meeting rooms as a public service with the following intended purposes: the exchange of ideas, to access and share information, and for patron participation in programs created for the enjoyment of families and the community. When scheduling the room, Library-sponsored or co-sponsored programs take priority. When meeting rooms are not in use by the Library, they will be available on a first-come, first-serve basis.

The meeting rooms are not available for private social functions, fundraising or commercial enterprises. No individual or organization's use of a meeting room may interfere with or disturb the library's regular operations. All meetings must be free and open to the public.

Meeting room requests should be submitted in advance. Individuals reserving the meeting room must be at least 18 years of age. The person completing an application for use of library facilities is responsible for any damages to library property. Damages should be reported to library personnel as soon as possible.

Meeting rooms may not be used for any commercial purposes such as the sale of goods or services, accepting membership dues, admission fees, or other solicitation activities without prior written permission in advance from the Library Director except for religious organizations that normally take collections. Meetings by commercial enterprises may be held for the purpose of staff training, employment testing, or other activities unrelated to sales and/or promotion. Commercial programs advertised or presented as informational, educational, or instructional must remain so. Presenters shall make no direct solicitation of attendees to secure clients or customers for commercial purposes.

Health organizations conducting free clinic-related activities must provide proof of current liability insurance prior to reserving a room. No charges are permitted for clinic-related activities (vaccinations, blood drives, health screenings, alternative medical treatments, etc.).

Library staff are allowed free access to meeting rooms in performance of their duties. All meetings must adhere to the posted maximum occupancy. Access to meeting rooms before opening or after closing the library must be approved in advance by the Library Director.

Room arrangement and cleaning following a meeting are the responsibility of the individual or group requesting the room. A charge may be assessed when cleaning is

necessary to return the room to original condition and/or when there is damage to the meeting room, the building, or equipment.

Alcoholic beverages may not be dispensed or consumed in any part of the library or on library property. Hazardous materials and open flames are prohibited in the library meeting rooms and on library property. Animals, insects, or other living organisms may not be brought into the library without prior written approval of the Library Director. Trained service animals as defined by the Americans with Disabilities Act are allowed.

Use of library meeting rooms does not imply the Library's endorsement of the meeting sponsor or the meeting content. The Library's name should not be used or implied as a sponsor without prior written permission from the Library Director.

The name and address of the library may only be used to publicize an event to designate the location. The library's logo and any images of the buildings, staff, or collection may not be used in any publicity without prior written permission from the Library Director.

The Library reserves the right to deny the use of library meeting rooms. Any person(s) using any of the library's meeting rooms agree to the terms of this policy in its entirety without exception.

[Reviewed 2/14/2022]