



# SCOTT COUNTY PUBLIC LIBRARY



## Meeting Room Policy

Revised: 7/2017

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Library meeting rooms facilitate the sharing of information. This can take place among other governmental organizations, community organizations, or the library community. The provision of meeting space is a public service, which furthers the democratic ideal of an informed citizenry, and furthers the historical mission of the American public library.

With this policy the Scott County Public Library Board of Trustees reaffirms its support of, and commitment to, the Library Bill of Rights of the American Library Association. The Scott County Public Library facilities are open to organizations engaged in educational, cultural, intellectual, or charitable activities on an equitable basis, regardless of the beliefs or affiliations of organizations or individuals within the organization requesting their use. However, meetings cannot serve as an opportunity for sales of products or services. Solicitation on library property is prohibited. Social celebrations are not permitted. The only exception to this is that performers and published authors may sell copies of their music CD's and books after a performance, reading, or lecture.

The Library Board and Library administrators do not necessarily endorse or sponsor the organizations meeting in the rooms or endorse the thoughts, principles, beliefs or doctrines of the organization (any more than they endorse the thoughts, principles, beliefs or doctrines of every book on library shelves). However, the Board and Library administrators do have an obligation to require that organizations using the rooms conduct themselves in an orderly and lawful manner.

### TYPES OF FACILITIES

The Library has the following facilities available:

1. Meeting Room A (accommodates up to 8 persons)
2. Meeting Room B (accommodates up to 12 persons)
3. Meeting Room C (accommodates up to 200 chairs, 150 chairs with tables)
4. Meeting Room C1 (accommodates up to 100 chairs, 75 chairs with tables)
5. Meeting Room C2 (accommodates up to 100 chairs, 75 chairs with tables)
6. Meeting Room D (accommodates up to 4 persons)
7. Meeting Room E (accommodates up to 30 persons, 6 tables)
8. Meeting Room F (accommodates up to 10 persons) \*\*Lab agreement must be completed before use\*\*
9. Meeting Room G (accommodates up to 12 persons)

### ROOM RESERVATIONS

Meeting room reservations must be made through the Evanced calendar on the Library's website, (scottpublib.org), no more than (3) months prior to the scheduled date. You must be 18 years of age or older and hold a valid, in good standing, Scott County Public Library card to reserve a room. Each request must be submitted electronically, at least 48 hours in advance, in order to receive a confirmation of reservation.

## Library Operations Policy

Upon receipt of the reservation request, the Administrative Assistant may approve the application and confirm the booking, if the meeting purpose falls clearly within the approved meeting room policies.

If there is a reservation which policy does not clearly cover, the Administrative Assistant will refer the request to the Library Director.

### ROOM USE REGULATIONS

Organizations using the Scott County Public Library meeting rooms shall be required to indemnify and hold harmless the Library from any and all claims or actions attributable to the use of the Library facilities. Organizations may be required to provide a certificate of insurance to the Library insuring it from liability and claims resulting from the organizations use of the Library facilities.

Meetings may be held during the following available hours:

Monday-Thursday	7:30 am	to	10:00 pm (regular hours 9:00 am – 9:00 pm)
Friday	7:30 am	to	7:00 pm (regular hours 9:00 am – 6:00 pm)
Saturday	8:45 am	to	7:00 pm (regular hours 9:00 am – 6:00 pm)
Sunday	1:00 pm	to	6:00 pm (regular hours 1:00 pm – 5:00 pm)

All organizations requesting to meet before or after the regular hours of operation for the Library will be approved/denied on a case by case basis at the discretion of the Library Director or designee. All organizations meeting after hours must be out of the Library at the exact time of the end of the reservation. Additional time for clean-up after the meeting will not be given. Meetings that occur after regular closing hours of the library need to make the request and be approved at least 10 days before the date of the meeting to cover staffing requirements. Prior to requesting the space through Evanced, arrangements must be made with the Director or Asst. Director. If the Library is closed due to bad weather, the meeting rooms will not be available. It is the responsibility of any organization using the room to call the Library and confirm opening during extreme weather conditions. Children's and young people's organizations will be permitted the use of the meeting rooms provided they are supervised by adult sponsors.

The Library does not serve as a child care facility in the event an adult is present for an on-site organizational meeting. Library staff will adhere to the Unattended Children Policy which states that a parent/legal guardian/caregiver should maintain eye contact with children under 12 at all times while using the library.

Library meeting rooms may be reserved on a first-come, first-served basis, with priority given to Library usage. However, in order to accomplish equitable distribution, the number of times an organization may schedule a meeting room will be limited to four times a month. Each of those 4 meetings are limited to 5-hour blocks of time. The Library Director may make exceptions on a case-by-case basis.

Cancellations must be made within 24 hours of your organizations meeting time. Organizations who reserve a room and do not show up without prior cancellation 3 times will be restricted from use of the library meeting rooms for 6 months. Library meeting rooms are in high demand and blocking them from other groups who need the space is unacceptable.

Programs, classes, or other activities presented directly by the Library or by an organization with the sponsorship/support of the Library take precedence over non-library use of these rooms. The Library reserves

## Library Operations Policy

the right to cancel reservations when an unexpected Library need arises. In such cases, at least 72-hour notice will be given to the person who made the reservation.

The Library assumes that organizations using meeting rooms will exercise care in the use of the facility and exhibit respect for the Library's property and staff, as well as for normal activities occurring within the building. If damage occurs, or if there is evidence of misuse or abuse, then charges may be assessed and the Library may assert legal remedies, and future use of meeting rooms will be denied. If a meeting is disruptive to other activities, the organization will be notified of this fact. Continuance of disruptive activities will result in immediate expulsion from the building. The Library Director is authorized to deny permission of Library meeting rooms to any organization that is disorderly, or violates these regulations.

The Scott County Public Library Board of Trustees and the Scott County Public Library Staff shall be held harmless for any legal action taken against any organization using a library meeting room. Any organization using a library meeting room further agrees to indemnify and hold blameless from and against any and all claims whatsoever arising out of the organization's acts and/or use of the premises.

All organizations using Library meeting rooms assume the risk of, and shall be responsible for, any and all loss, damage, destruction, or theft of Library property. The organization representative who reserved the meeting space will be billed for all replacements or maintenance fees accrued as a result of above listed damages of Library property.

Assessment of damages, and repair or replacement of furnishings, equipment, or other Library property will be made by the Library following the organizations use. The organization will be notified of any assessment in writing. The Library will determine who does the repair or provides the replacement.

Nonprofit organizations may collect money for organizational dues, refreshments, tickets, and donations. Money may not be collected for any other purpose. Ticket sales for a nonprofit event cannot occur on Library property. The sale of raffle tickets during a nonprofit meeting is regulated by the state and is not restricted on library property as long as state guidelines are being followed. Nonprofits organizations may also conduct silent auctions during their events. The Library will not take registrations nor collect money for non-library sponsored events.

No materials may be stored for organizations using Library meeting rooms. The Library assumes no responsibility for items left in facility. Organization members are responsible for personal belongings.

Non-library organizations may not use the Library as a mailing address. Non-library organizations meeting in the Library may not claim endorsement by the Library, or state or imply that the Library is sponsoring the program. Publicity announcing meetings should not imply Library sponsorship. Only those activities sponsored by the Library will be advertised by the Library. Publicity about programs at the Library should contain the correct name of the Library facility: SCOTT COUNTY PUBLIC LIBRARY.

The total number of persons in a meeting room must not exceed posted seating capacity limits.

**Nothing may be attached to walls, floors or ceiling in meeting rooms.**

**The burning of candles or incense is not allowed inside the library.**

Organizations shall bear complete responsibility for the control and general safety of their organization and the public attending any meetings.

## EQUIPMENT

Equipment is available for use from the Library. However, it is the responsibility of the organization to request and reserve equipment through the Evanced calendar. If you do not request equipment at the time of your reservation, the Library cannot guarantee that equipment will be available in time for your meeting. Each room available for reservation will have a list of equipment that is available for use in that room. The Library's meeting rooms are not intended to be a private office for organizations of individuals, however, occasional use of a landline may be permissible per Director approval.

## ROOM SET-UP / CLEAN UP

The furniture arrangement in a meeting room may be changed. Each organization is responsible for furniture arrangements that meets their needs. Each organization is responsible for leaving the room clean and orderly as janitorial services are not provided.

It is expected that every organization meeting in the Library will keep the meeting space clean. If an organization does not keep the room in reasonable order, they will be denied future use of all meeting facilities and may be liable for damages. In extreme cases, a clean-up fee will be accessed.

## KITCHEN USE

### REFRESHMENTS/KITCHEN FACILITIES:

- Kitchen facilities are available for meeting room C. Your Evanced reservation will tell you if kitchen use is available for a specific meeting room.
- Kitchen is not health department approved for food preparation. Food must be professionally catered or pre-packaged.
- Kitchen must be left in clean and orderly condition.
- Coffee makers are available in some meeting rooms and must be cleaned after use.
- The organization must bring in utensils, plates, cups, kitchen towels, etc. **NO LIBRARY SUPPLIES MAY BE USED.**
- Organizations must gather trash and dispose in meeting room trash can.
- Smoking and alcoholic beverages are not allowed.

## LIBRARY PARTNERSHIP

When the Library serves as co-sponsor of an organization's event, the rules governing Library-produced programs must apply. These are:

- All presentations are free and open to the public.
- All presentations will be held during regular Library hours.
- A Library staff member will be appointed as liaison to the organization, and will be involved in the planning, or will be made aware of all pertinent details of the production as they relate to the Library. A partnership agreement will be completed and signed by all organizations involved.
- Publicity for the event will be done in cooperation with the Library. If the organization wishes to produce and distribute publicity, the Library must be provided with draft copies, for review by the Library staff, prior to printing. The Library will use their standard marketing plan to advertise the event.
- Soliciting or advertising of the organization's publications, services, or products is not allowed.

**AMENDMENTS AND EXCEPTIONS**

The Scott County Public Library Board of Trustees reserves the right to amend this policy as needed.  
The Director must approve any exceptions or deviations from this policy prior to the meeting.  
The Library board delegates the Director to enforce this policy and its regulations.

**AGREEMENT BY USER**

In consideration for the use of the meeting rooms at the SCPL, the organization agrees that:

- It will pay for all damages to any property of the Scott County Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees and forfeit future use of the Library facilities.
- It will take responsibility for compliance with the American Disabilities Act.
- It is understood that the Scott County Public Library assumes no responsibility whatsoever for any property placed in the Library in connection with a meeting, exhibit, or display; and that the Scott County Public Library is hereby, expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

I have read and understand the policy for the use of the meeting rooms and agree to follow the rules set forth. I understand that the Library Director and Library Board reserve the right to discontinue meeting room privileges to any organization /individual who infringes on the rules as defined in the policy.