

## **Meeting Room Policy**

Meeting room space is provided to further the informational, cultural and recreational goals for which the Itasca Community Library (ICL) exists. It is the policy of the Library Board of Trustees to provide meeting room space free of charge to current residents or property owners of the ICL with a valid library card for uses which clearly and unequivocally conform to all policies approved by the Library Board of Trustees.

### **Availability and Use**

The library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of its users.

### **PRIORITY FOR USE**

Priority for reserving the use of the meeting rooms is given in the following order to meetings, activities or events held by:

1. Library-sponsored meetings, programs or events.
2. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501 (c)(3);
4. Businesses within the district boundaries in need of space to conduct a meeting.

The library's meeting rooms may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Partisan political meetings or rallies;
4. Religious rallies that promote a specific religion;
5. Groups who have no members residing within the ICL boundaries;
6. Any illegal activities.

Permission to use the meeting rooms does not imply endorsement of an outside organization by the library and groups may not state or imply library sponsorship when publicizing the event. Any communication and advertising must clearly state: Event not sponsored by the ICL. All meetings must be open to the public.

The library reserves the right to change or cancel meeting room reservations.

If, on the advice of law enforcement officials, the Library Director or Library Board of Trustees determines that a reasonable possibility of a threat to the safety of library staff, library users or members of the public might occur, based on prior experience of the group or speaker at this library or at other occasions where the group has held meetings which have been disruptive or

had a potential for violence, the following shall be required: The individual or group reserving the meeting room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a special event liability policy for \$1,000,000.00 for injury or damage to property occurring at the meeting, program or event.

### **Reservations**

Reservations for ICL meeting rooms must be made by an adult with a valid ICL library card. Applications are available on the library website or in person at Patron Services. Applicants signing the form agree on behalf of the group and its members to abide by all library policies and regulations. The applicant who reserves the meeting room for a group will be the contact person and person responsible for the meeting room at all times. Only the applicant will be able to make changes to the meeting room reservations. Meeting rooms may be reserved for up to 12 meetings in a one year period. Groups may not meet more than once per week. Meeting room reservations may be called in but are not confirmed until the application form has been completed, signed, and processed.

### **Endorsement**

Use of the meeting rooms by outside agencies does not constitute the library's endorsement of viewpoints expressed by participants in the program. Announcements implying or stating such endorsement are prohibited. No signage may be set outside the meeting room or on library property, and groups may not block or cover meeting room doors. Publicity for any event in the meeting rooms must clearly state that the organization is the sponsor and the library is the location. Furthermore, the library telephone number is not to be included in any news releases or flyers publicizing the event. No group may use the library as a mailing address.

### **Regulations**

Individuals or groups presenting and attending meetings, programs and events are subject to all library policies, rules and regulations. By providing their ICL library card number, applicants agree to: abide by this meeting room policy; conform to the use specified in its submitted request; abide by meeting room use guidelines; and, assure participant and attendee compliance with library policies, rules, and regulations. Failure to comply with library policies, rules and regulations will be grounds for suspension of meeting room privileges. The library reserves the right to refuse any group either because of the nature of its activities or because of previous disregard for the policy regulations. Permission to use the library meeting rooms will be withheld from groups damaging library property or causing a disturbance.

The applicant is responsible for library property, materials, equipment and furnishings during the period of use and until the meeting, program or event is concluded. Basic meeting room equipment is available if it is not being used by library staff. Meeting room applicant is responsible for set up and break-down of all furniture and equipment for all meetings.

The library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure compliance with library regulations. Library staff must have free access to meeting rooms at all times.

All meetings, programs and events must be free of charge and open to the public. Fees may not be charged to participate in activities in library meeting rooms and donations may not be solicited either immediately or at a future time. Meeting rooms may not be used for fund raising activities, except for those that result in a direct benefit to the library and have received prior approval of the Library Director. Meeting rooms may not be used for meetings, programs or events (including, but not limited to, workshops and seminars) involving the sale, advertising, solicitation or promotion of commercial products or services immediately or at a future time.

Groups composed of members under the age of 18 must have an adult sponsor in attendance at all times during their meetings. Children under eight years of age must be accompanied by a caregiver at all times. The library does not provide baby-sitting service for persons attending meetings.

Attendance in meetings, programs or events may not exceed room capacity as posted by the local Fire Department.

Meetings, programs or events may not disrupt library users or staff. The library reserves the right to terminate meetings, programs and events that disrupt or interfere with normal library operations.

Library staff will not deliver messages to meeting participants unless it is an emergency.

Library staff will not make photocopies of materials for group meetings. A public copier is available for meeting room leaders and participants.

All groups must provide notice of cancellations at least 24 hours in advance. No individual or group may assign its reservation to another individual or group. The library reserves the right to change or cancel meeting room reservations. If changes or cancellations are necessary, the library will provide the group with as much notice as possible.

Basic refreshments are allowed and meeting room applicant is responsible for all clean up necessary for food or drink used during group meetings.

Smoking and the use of e-Cigarettes are not permitted.

Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except for library sponsored programs and events and as authorized by the Director

Each group or organization using the library's Meeting Rooms shall be responsible for damage to the room and its contents, including any library equipment, used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

Access to the Meeting Room is not permitted outside of normal library hours

Due to liability and insurance regulations, all meetings must conclude no less than 15 minutes prior to library closing; all attendees must exit by library closing. Multiple violations of this shall result in revocation of library meeting room privileges.

No taping or attaching of items to walls, chairs, doors, etc. is allowed. The use of hazardous materials or lighted candles is not allowed.

Violation notices will be sent to applicants who do not follow ICL policies and meeting room rules and regulations.

#### *Indemnification*

*Any group using the meeting room shall indemnify and hold harmless the ICL for any and all damages, costs or injuries which may arise out of its use of the premises.*

*The library is not responsible for equipment, supplies, materials or any other personal possessions owned by those using the meeting room.*

#### **Appeal**

A group denied permission to use a meeting room may appeal such denial at an ICL Board of Trustees meeting. The appeal must be submitted in writing. The appeal must be received at least two weeks prior to a board meeting. At said meeting the meeting room applicant may be granted time to present any argument or make a presentation in support of the reversal of the decision of the Library Director. The decision of the ICL Board of Trustees shall be final.

Approved 12/20/2016