

## CONFERENCE ROOM USE POLICY

### **I. Introduction and Purpose of Policy.**

The mission of the Ruth Hughes Memorial District Library ("Library") is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides a Conference Room for Library programs, as well as Library business meetings. When the Conference Room is not scheduled for Library-hosted or co-hosted events, it may be used by the public within the parameters set by the Policy. The restrictions of this Policy regarding Application and Scheduling do not apply to Library-sponsored or co-sponsored events.

### **II. Application and Scheduling of Conference Room.**

- A. General Use. Any person, group or organization may use the Conference Room for cultural, educational, informational and business purposes pursuant to the requirements of this Policy ("Users"). Private social functions are not permitted in the Conference Room.
  
- B. Scheduling.
  - 1. Scheduling of applications shall be accepted on a first-come-first-served basis, with Library business, Library-sponsored events and Library co-sponsored events having first priority.
  - 2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or co-sponsored event.
  - 3. Meetings and events will not be scheduled more than three (3) months in advance, but must be scheduled no later than one (1) week before the event.
  - 4. The Library is responsible for scheduling use of the Conference Room. The program and meeting schedule will be posted and updated regularly.
  - 5. The Conference Room is available during regular Library hours only.
  - 6. No group may use the Conference Room more than four (4) times every month.
  
- C. Application Process.
  - 1. Any person 18 years or older may fill out an application for the Conference Room. If the person is filling out the application for a corporation or organization, that person must have authority to do

- so. The Library will accept temporary holds by phone. In all cases, the application must be completed one (1) week prior to the meeting.
2. The Library will contact the applicant to confirm that the reservation is accepted. Applicants should not assume that the reservation is complete upon submission of the application.
  3. If you need to cancel the reservation, you must provide the Library 24 hours notice.

### **III. Rules Regarding Use of the Conference Room.**

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Conference Room.
- B. Use by Persons Under the Age of 18. Users of the Conference Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every 5 minors.
- C. Tobacco, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, alcohol and the illicit use of controlled substances in the Conference Room.
- D. Food and Beverages. Users of the Conference Room may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Conference Room. It is the responsibility of the User to observe all health codes when serving light refreshments.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Conference Room.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages, trash, and all other personal or group-owned items. Failure to clean up may result in forfeiting the

privilege of using the room in the future. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.

- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements, which are currently 30 people.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Conference Room. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use. All activities in the Conference Room must be, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act. A User may not deny access for any reason that violates federal or state law.

#### IV. Fees.

- A. Hourly Fee. Governmental and Non-Profit Organizations using the room for cultural, educational, and informational purposes shall not be charged an hourly fee. Any other (1) User or (2) Governmental and Non-Profit Organizations using the Conference Room for business or commercial purposes shall be charged \$10.00 per hour.
- B. Cleaning Fee. If the Conference Room is not cleaned pursuant to subsection III.G above, the Library will assess a \$25.00 cleaning fee to any User.

**V. Library Disclaimer.**

- A. No Endorsement. Use of the Conference Room does not constitute the Library's endorsement of any User's policies or beliefs by any of the staff or Board members.
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of a Conference Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Conference Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.
- C. No Exclusive Use. The Library reserves the right to allow any Library employee, vendor or other person to access the Conference Room at any time. Payment of a fee does not constitute exclusive use.

**VI. Violation and Appeal Section.**

Any person who violates this policy will be subject to the Library's Violations Policy.

*Adopted at the Regular Meeting January 2016  
Revised April 2016, May 2017*

**Ruth Hughes Memorial District Library**

**Application to Use the Conference Room**

Date of request \_\_\_\_\_

Date of use \_\_\_\_\_ Time of use \_\_\_\_\_

Name of Corporation/Organization/Individual \_\_\_\_\_

Street address \_\_\_\_\_

City and State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone \_\_\_\_\_

Purpose of meeting or program \_\_\_\_\_

Equipment Reservation:  Projector       TV/VCR/DVD Player

Number attending \_\_\_\_\_

Name of responsible person \_\_\_\_\_

Signature of responsible person \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

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