

## **Meeting Room Policy**

The Danville-Center Township Public Library meeting rooms may be used for civic, cultural or educational meetings, whenever such meetings do not interfere with normal library activities. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

The group using the room must assume responsibility for any property damage which may occur as a result of their occupancy. All requests for use of the room shall be made by applying to the library director. All requests must be signed by an adult with a valid library card. Any unusual requests shall be approved by the library director before permission is granted.

Use of library meeting rooms by any group signifies acceptance of the statements contained in this policy. The director has the discretion to modify any of the following requirements, and appoint a designee to approve room usage.

### **Section I: General Guidelines**

- 1) Meeting rooms are for not-for-profit uses only, and no fees may be charged to persons attending.
- 2) The meeting rooms may be contracted by post-secondary institutions for the purpose of offering formal courses to students. Such arrangements will be negotiated by the director with Board approval.
- 3) No group may use the library's address or telephone number as its headquarters in any advertisement, with exception of the Friends of the Danville-Center Township Public Library.
- 4) Use of the library's meeting rooms does not constitute the library's endorsement of viewpoints expressed by participants in any program. Advertisement or announcements implying such endorsement are not permitted.
- 5) Solicitation, campaigning, admissions or other charges, money-raising activities, and/or sales are not allowed without prior approval, in writing, of the director. Nor are users of meeting space permitted to solicit anyone on library property to participate in their events.
- 6) The library reserves the right to cancel any scheduled meeting or to refuse any application that would interfere with normal library use and function. Every effort will be made to give reasonable notice in the event of a cancellation.
- 7) Meetings will be cancelled if the library is closed for weather or other emergencies.
- 8) Meetings may not be scheduled to begin less than fifteen minutes after the library opens, and all meetings must conclude no later than fifteen minutes before the library closes. A library staff member and the responsible party will inspect the meeting room before and after each use.
- 9) The library does not provide audio-visual equipment or kitchen access for users of the meeting room(s) without prior approval of the Director.

- 10) Use of alcohol, tobacco, and any illegal substance is not allowed on library property.
- 11) Announcements or notices shall not be posted anywhere on library property without prior approval from the library director.
- 13) The library shall not be responsible for children whose parents are attending events in the meetings rooms. Please refer to the Unattended Child Policy of the library for further information.

## **Section II: Reservations**

- 1) Meeting rooms may only be reserved by adults, 18 years of age or older, who hold a valid library card in good standing. Said individual must be in attendance at the meeting, and will be responsible for the actions therein.
- 2) A written request must be submitted to the library (email and fax are acceptable) to be official, and requests will be considered on a first come, first served basis. Written request must contain the following information:
  - A) Name and purpose of organization, and the purpose for which the meeting room will be used.
  - B) Name, address, telephone number and library bar code number of the responsible agent for the group.
  - C) Number of persons expected to attend.
- 3) Requests for meeting rooms (other than the Quiet Study rooms) must be submitted, and any deposits paid, at least 24 hours in advance of the meeting.
- 4) Groups are limited to only one use of a meeting room per month, and no reservations will be accepted more than six months prior in advance. Exceptions may be made for library activities, committees or programs, or with the library director's approval.
- 5) Notice of cancellation will be made at least 24 hours in advance of the scheduled meeting. Failure to comply may result in cancellation of future reservations and loss of deposit.
- 6) Groups cannot transfer or assign their reservations to other groups or use the rooms for purposes other than those stated in the written request.

## **Section III: Care and Use of Facilities**

- 1) Meeting room setup and cleaning are the responsibility of the user organization.
- 2) Nothing may be taped or tacked to walls or moldings.
- 3) Meeting rooms are to be left as they are found, including placement of furniture.
- 4) Displays, equipment and other personal objects must be removed at the close of the meeting.

5) The library assumes no responsibility for any personal furniture, equipment or materials on display or in use during the meeting, nor will the library serve as intermediary for delivery of such items.

6) Meeting room exits shall not be blocked.

7) Attendance at meetings will be limited to the capacity of the room as listed later in this policy.

8) Any refreshments served must have prior approval, and all tables used for serving food or beverage must be covered.

9) The group using the meeting room is responsible for cleaning up any trash at the conclusion of the meeting.

10) The responsible agent and the group as a whole will be held responsible for any and all damages to the reserved meeting room.

11) Permission to use library meeting rooms will be withheld from groups who do not comply with the Meeting Room Policy, who cause a disturbance, or who damage the room or equipment.

12) Groups using the meeting rooms agree to indemnify and hold harmless the Danville-Center Township Public Library, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the library facility, its meeting rooms, furnishings, or equipment.

13) Deposit monies will not be refunded if the meeting room has not been vacated and inspected by the time the library closes. Any cleaning or damage charges will be deducted from deposit monies.

14) Meeting room capacities and deposit amounts:

Quiet Study Rooms—4 people/no deposit

Conference Rooms 1 and 2—15 people (10 recommended)/\$25.00

Meeting Rooms A and B—30 people/\$25.00

Meeting Rooms A and B combined—75 people/\$50.00

Organizations with which the library is affiliated may have their deposits waived at the director's discretion.