

**Public Library of Union County**

<b>Title</b>	Meeting Room Policy
<b>Date of Adoption</b>	07/13/2015
<b>Approved By</b>	
<b>Last Reviewed/ Revised Date</b>	05/10/2021, Format revised, May 1, 2022

**PURPOSE**

**SCOPE**

**POLICY**

**I. Who can use the meeting room?**

Library meeting rooms are available for meetings and activities of a cultural, educational, and civic nature. The rooms are not available for commercial, fund-raising or private events; or for the purpose of soliciting business. Applicants not affiliated with a nonprofit organization may request the use of the room for internal meetings or functions but not for events that will be open to or advertised to the general public. Outside groups using the library meeting rooms may not charge fees for admittance. No commercial sales, solicitations, and other money raising activities may take place at the meeting.

**II. What is available?**

The following spaces are available for use by the public:

Multi-purpose Room A & B	100 person capacity
Multi-purpose Room A	25 person capacity
Multi-purpose Room B	75 person capacity
Conference Room C	4 person capacity
Children’s Program Room D	100 person capacity

	Room A	Room B	Room A & B	Room C	Room D
LCD Projector	X		X		
Laptop	X	X	X	X	
DVD Player	X		X		

Cordless Microphone - handheld	X		X		
Cordless Microphone - lapel	X		X		
Corded Microphones	X		X		
Hearing impaired ear-phone	X		X		
White board/Flip Chart	X	X	X		X
Podium	X	X	X		X
Skype Station				X	
Exam Proctoring				X	

The multi-purpose rooms and children’s program room come equipped with a sink and small counter space to prepare simple refreshments. Groups are expected to bring their own food and beverage supplies, and to clean-up after their meeting. Skype sessions are limited to one hour.

**III. When can the space be used?**

Meetings may be held only during the library’s normal operating hours, subject to the library’s own schedule of activity.

Meetings can be set-up at 9:30 a.m. with a program start time of 10 a.m. and must conclude by 4:30 p.m. on Wednesday, Friday and Saturday or 8 p.m. on Monday, Tuesday and Thursday so that all attendees are out of the building by closing time.

**IV. How often can the space be used?**

Groups may schedule for a single use or up to four meetings. Three months must elapse before another series of four consecutive meetings can be scheduled. Exam proctoring will be scheduled on a case by case basis.

If the library must cancel a reservation due to a scheduled library event, the group will be given no less than four weeks notice of the cancellation.

**V. What am I responsible for?**

A representative of the group must check in and check out at the Circulation Desk. Groups congregating before or after an event must respect the library rules of behavior.

Groups are expected to set up and clean up the room following their meetings and return chairs, tables,

and equipment to the proper storage areas. Any loss or damage to the library facility or equipment will be assessed against the responsible party.

Any group wishing to show a film or documentary must supply the library with a copy of a certificate that confirms that permission has been granted for public performance in full compliance with the U.S. Copyright Act (Title 17 of the U.S. code).

Any announcements or advertising created by outside groups for their use of the meeting space must include a disclaimer that the library does not endorse outside groups or their activities. Stated on all announcements or advertisements should be the following: "The Public Library for Union County is not sponsoring or endorsing this program or any goods or services offered."

No animals, with the exception of assistance dogs, are permitted in the multi-purpose room without the approval of the library director

No alcohol, tobacco or drug use is permitted in the library. No open flames of any kind are permitted in the library.

Facilities may not be used in any way that materially interferes with the orderly operation of the library or poses a threat to the safety of library personnel, property or patrons.

Both the library and the Board of Trustees are not responsible for accident, injury or loss of personal property for those using the meeting room.

#### **VI. How do I reserve the space?**

The room must be reserved, and reservations are taken on a first come, first served basis. Reservations may not be made more than three months in advance. All reservations must be made on the application form available at the front service desk or on the library website – [unioncountylibraries.org](http://unioncountylibraries.org). The meeting room application form must be signed prior to using the facility.

When the reservation is being made by groups with members less than 17 years of age, the application must be made by an adult. An adult must be present at all times while the room is in use.

#### **VII. Appeals**

Decisions made regarding the use of the meeting spaces may be appealed first to the Library Director and then to the Library Board of Trustees.

The provisions of the foregoing policy and procedures may be waived either by the Library Director or the Library Board of Trustees on a case-by-case basis.

#### **DEFINITIONS**

#### **RELATED POLICIES AND OTHER REFERENCES**

**WEBSITE ADDRESS**

**HISTORY OF UPDATES**

Approved by the Public Library for Union County Board of Trustees July 13, 2015

Amended by the Public Library for Union County Board of Trustees February 12, 2018

Amended by the Public Library for Union County Board of Trustees May 10, 2021