

KELLEY LIBRARY
MEETING ROOM POLICY

Purpose: To set forth the terms governing the use of the Library's three meeting rooms.

STATEMENT OF POLICY:

The Kelley Library provides meeting room space for Library programs and for meetings of an informational, educational, cultural, or civic nature. The library meeting room spaces are available to the community to provide space for local organizations, clubs, and commissions for meetings. For the purposes of this policy, a meeting is defined as: **An official gathering of an organization where business can legally take place.** Use of the facilities by other groups is allowed when not needed by Library, Library-related, or Library sponsored activities, programs, and meetings, and when such use does not:

- Interfere with or disrupt the programs, activities, and normal operations of the Library
- Cause a security risk or safety hazard to Library staff, property or patrons.

PURPOSE AND USE:

1. Three meeting rooms are available for public use:
 - a. Beshara Room
 - b. Conference Room (maximum capacity 8)
 - c. Lancaster Room
2. The use of meeting rooms is free of charge to non-profit civic, social, cultural, educational, and government organizations, as long as the meetings are open to the public, are free of charge, and are not held with the intention of generating revenue. The meeting rooms are available only during regular library hours.
3. Pursuant to the priority of Library activities, attendance in the meeting rooms is limited by the parking available. To that end, attendance to all meetings is limited to no more than 25. The exception is the Conference Room that has a capacity of 8.
4. All meetings using Library space must be approved and scheduled by the Library Director. Forms for requesting space can be found on the Library website as well as at the Library. Permission for use of Library meeting rooms does not imply Library endorsement of the views, opinions, policies, or activities of groups, organizations, or clubs using the Library's facilities. Any announcement or publicity implying such endorsement is prohibited. The Library Board of Trustees, Library Director, and staff are not responsible for the accuracy, use, or consequences of statements made during meetings.
5. Library sponsored activities take precedence in scheduling the use of the room. The Library reserves the right to schedule and make room assignments according to the Library's needs. The Library also reserves the right to change space assignments. The Library allows groups to reserve meeting rooms on a first-come, first-served basis.

6. All groups, organizations, and clubs must adhere to the Library's Rules for Use of Meeting Room, which are included on the reservation form, are posted on the doors of all meeting rooms and the Library website.
7. Library facilities may be reserved only by a card-holding user of the Kelley Library or member libraries of the GMILCS consortium. Request for space must be submitted with a written application, which shall be reviewed and approved or denied by the Library's Director. An authorized member of the groups must sign the meeting room request form. By signing the request form, the applicants representing the groups agree that:
 - a. They have read the rules and regulations for the Library meeting room and understand them.
 - b. They understand that any failure to abide by these regulations will cause a forfeiture of rights to use the room for six (6) months.
 - c. They accept the financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
8. Meeting rooms may not be used for commercial purposes, for purely social purposes by non-Library groups, for private social functions, for the furthering of business interests of private individuals, companies of for-profit associations or in violation of the constitutional provisions regarding the separation of church and state. Outside groups, organizations, or clubs using the meeting rooms shall not charge an admission fee or sell materials, goods, or services for private profit or gain. Organizations may collect dues at a meeting but cannot make payment of dues a requirement for attendance at a meeting.
9. Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the Library's Solicitations and Sales policy, which allows performers and speakers at Kelley Library sponsored programs with pre-approval to sell sound recordings, videos and books related to their performance.
10. Permission to use meeting rooms is revocable and does not constitute a lease. The Library reserves the right to cancel and/or reschedule any meeting by giving two weeks advance notice before the meeting. Permission previously granted to a group, organization, or club to use the meeting room may be canceled at any time by the Library Board of Trustees or the Library Director, if it is determined that the meeting scheduled does not comply with the policy set forth.
11. The sponsoring group is responsible the promotion and registration for meetings. Meetings cannot be marketed in the Library or on Library grounds, unless they are a Library sponsored event. Indication of the Library facility as the location for the meeting can be used in all promotional materials surrounding the meeting. Flyers meeting the Community Bulletin Board policy can be posted on the Community Bulletin Board in the lobby of the Library. At the time of a meeting, signage can be posted on the entry doors to the meeting space only. Organizations meeting in the Library may not use the Library as a mailing address.
12. Equipment and furnishings are available for use in the meeting rooms. Available equipment and set-up configurations are listed on the reservation form. The Library assumes no responsibility for any equipment, supplies or materials brought to the Library

by and group or individual attending the meeting; nor does it assume any liability for groups or individuals attending a meeting in the Library. In addition, the Library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the meeting room. All items are placed in the meeting room at the owner's risk.

13. For, and in consideration of the use of the meeting room, any person or group using a meeting room shall agree to indemnify and hold harmless the Kelley Library and its representatives from and against any and all claims, demands, judgments, settlements, damages, actions, causes of actions, injuries, administrative orders, consent agreements and orders, liabilities, penalties, costs and expenses of any kind whatsoever, which may arise or be asserted, directly or indirectly, with regard to the use of the room.
14. Groups must notify the Library if they need to cancel a room reservation so that the space is made available to others. If a group fails to notify the Library of the need or intent to cancel within 24 hours of scheduled use, the group may not be accorded the use in the future for a period of 6 months. If the group fails to notify the Library of a cancellation a second time, the group loses the privilege to use meeting rooms for a period of 2 years.
15. If the Library must cancel the use of a meeting room, the Library staff will notify the group as soon as possible. In the event of inclement weather when the Library may have to close, groups should call the Library before venturing out.
16. All users of the Library facility must comply with all applicable state and federal laws and local ordinances. Unlawful activity shall not be permitted in meeting rooms and such activity shall be a basis to deny use of the Library meeting rooms by groups or individuals violating this policy.
17. Should a group, organization, or club wish to use the meeting rooms for a program or event of interest to the whole community, with the expectation of more than 25 attendees, the event must be a joint offering between the organization, group or club and the Library. The details for planning such an event can be found in the Library Program and Event Policy.

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