

# MEETING ROOM POLICY

(Adopted September 17, 2008, Amended January 19, 2011, Amended September 19, 2018, Amended March 20, 2024)

The Bolivar County Library has meeting rooms available in two branches: the Robinson-Carpenter Memorial Library in Cleveland and the Rosedale Public Library. It is the intent of BCLS to make these facilities available to the public on an equitable basis in a manner which prohibits any one group or organization from dominating the use of these facilities.

Policies and procedures governing the use of Library meeting rooms are made in accordance with Article 6 of the Library Bill of Rights:

**Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.**

The use of meeting room by any group or individual does not constitute endorsement of either subject matter or agenda by the library staff or the Administrative Board of Trustees. All activities held in the libraries' meeting rooms must comply with the BCLS Patron Behavior Policy posted in the meeting room.

## Permissible Use

The meeting rooms may be used for gatherings of a community-oriented nature including non-profit, civic, cultural, informational, or educational uses, or by entities of the local, state, or federal government.

## Prohibited Use

Meeting rooms may not be used for social gatherings that include, but are not limited to: showers, parties,

dances, reunions, sales meetings, recruitment drives, and weddings.

Use of the meeting room for commercial activity is prohibited. Individuals or groups may not charge a fee for attendance, take up a collection or donation, or market or sell goods or services. Non-profit groups may charge for the cost of materials used in a program, food items, and/or membership dues. Meeting rooms may not be used for regularly scheduled religious services; however, religious study groups are permitted.

## Priority

Library and Friends of the Library sponsored programs will always be given priority in the scheduling of meeting rooms, followed by community-oriented groups and government entities, and lastly small groups or individual study.

## Hours Available & Usage Reimbursement Fee

Meeting rooms are available during the library's regular operating hours. Users may not have access to the meeting rooms before the library opens and must vacate the meeting room fifteen (15) minutes before

closing. There is no fee to use the meeting rooms. Users must check in and out at the Circulation Desk before and after using the meeting rooms and report the number of meeting attendees to library staff. Occasionally the Administrative Board of Trustees may approve after-hours use of the meeting room,

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with BCLS staff present, for Library sponsored programs, or for programs sponsored by the Friends of the Library or government entities.

## Reservations

All users must complete an application for use of the meeting room in the library where the meeting will be held prior to the meeting. Applications are available at the Circulation Desk in each library with a meeting room and on the BCLS website. Approved applications will be kept on file at the branch library where the reservation is made. Once an application is on file with the library, a representative of the group may reserve the use of the meeting room by telephone or email. Library staff will send a confirmation email to the user; the user should not assume the meeting room is reserved until they receive confirmation from BCLS staff.

Meeting rooms can be reserved for single events or for events covering the span of one year. The meeting room may not be reserved more than one year in advance of the scheduled meeting.

Reservations will be accepted in the order in which they are received, based on availability.

The person completing the meeting room application will be responsible for ensuring that all library policies are followed. This person will be responsible for damages to the building or library property caused by the meeting group. Groups of students under the age of 18 must be accompanied by an adult who will submit the application and assume all responsibility for meeting room use.

Cancellations should be made to library staff at the branch where a meeting is to be held as early as possible. Repeated cancellations or no shows may result in denial of future reservations for the group.

## Room Setup & Cleanup

The applicant will be responsible for reasonable care of the meeting room and all furnishings. Meeting rooms should be left in the same condition in which they are found prior to a meeting. Groups are responsible for table and chair setup to meet the needs of the group, and for returning tables and chairs to the previous configuration. Refreshments may be served in the meeting rooms. The meeting room should be thoroughly cleaned by the group after the meeting, and trash placed in proper containers after the meeting.

A minimum \$25.00 cleaning reimbursement fee will be charged to any group that does not return the meeting room to its prior condition with an additional \$10.00 added per hour above the first for cleaning services.

Neither the BCLS Administrative Board of Trustees nor library staff assume any liability or responsibility for individuals or groups using the meeting rooms. The Library assumes no responsibility for private property used or left behind in meeting room spaces. Materials found to have been left in meeting room spaces may be discarded after reasonable efforts to return the property prove unsuccessful.

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## Equipment

Limited library equipment may be checked out for use in the meeting rooms. Equipment must be requested when reserving the room. All set-up of equipment owned by the library will be done by a library employee.

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## Publicity

Any printed publicity shall include the statement: "This program is not sponsored by the Bolivar County Library System." Users shall not use the BCLS logo in conjunction with publicity. Users may not use the library's address or phone number for registration.

## Library's Right to Deny or Cancel Use

Meetings, programs, and exhibits may not disrupt the use of the public library by others. Persons coordinating and attending meetings, programs and exhibits are subject to all library rules, regulations and

federal, state, and local laws. If library rules or established laws are broken, groups or individuals are found to be in violation of any of these meeting policies, or it is determined that the purpose of the organization or the meeting to be held at the library has been misrepresented, the meeting may be cancelled and the group may be denied future use of the library meeting room facilities.

(See Appendix J for Meeting Room Reservation Request Form)