

Meeting Room Use Policy

Policy Statement

As part of its mission, the Evans Public Library (EPL) provides meeting rooms to promote its service to the community. The library board of trustees recognizes that the library facilities belong to the community and permits facilities use by established nonprofit, civic, or educational groups/organizations located in the district.

Available Meeting Rooms

Study Rooms 1 & 2

- The study rooms are located near the young adult area and computers. These rooms are intended for small group meetings or quiet study.
- Reservations are limited to 2 hours.
- Each Room seats up to 4 people and features a table, chairs, a large screen television with presentation capabilities, and Wi-Fi.
- Study Room 1 is only available for same day reservations. Reservations can be made at the Circulation desk. may be reserved up to 2 weeks in advance.
- Study Room 2 Reservations can be made at the Circulation desk. may be reserved up to 2 weeks in advance.
- The study rooms are available during regular library hours. Use of the rooms must end at least 15 minutes prior to closing.

Community Room

- The Community Room is located at the front of the library. It is intended for larger events and public presentations.
- Reservations are limited to three(3) hours.
- The room features 70 chairs, 12 tables, a ceiling-mounted projector with a screen and Wi-Fi.
- Users are responsible for providing AV adapters and computer equipment.
- Staff are not always available to assist during a user's event. Those wishing to use any of the library's AV equipment, must make an appointment before the scheduled event for training.
- The maximum room capacity is 100 people. This room comfortably fits about 50 people with 12 tables or 60 people in theater seating.

Rules for Meeting Room Use:

- All users of library meeting rooms agree to comply with all applicable laws, local ordinances, and Evans Public Library policies.
- The meeting shall not disturb regular library functions.
- Library programs and meetings have priority use of the meeting rooms.
- Groups/leader of meeting must check-in at the Circulation desk.
- Groups must vacate the meeting room at least fifteen (15) minutes before the library closes.
- Cancellations must be made with no less than 24-hour's notice. Meeting room reservations that are unclaimed after fifteen (15) minutes will be considered no-show reservations and the meeting room will become publicly available. No-show reservations are noted and two (2) or more may result in the loss of future reservation privileges.
- Only non-commercial and event-related literature may be distributed during the meetings.
- The registration of participants for a meeting that uses library facilities is the sole responsibility of the sponsoring group.
- The library prohibits admission charges. Nonprofit groups may charge fees for learning materials, course credits, or food service not used as a fundraiser.
- The library prohibits the sale of merchandise and other fundraising activities for non-library programs on library property.

- Food and drinks are permitted during a meeting in the Community Room. Groups must cleanup thoroughly.
- Taping, stapling or tacking of materials to the walls or other furnishings are prohibited.
- Community Room capacity must not be exceeded.
- Smoking is not permitted anywhere in the building or on the premises.
- Alcohol is not permitted anywhere in the library building or on the premises.
- Open flames and flammable materials are not allowed in the Meeting Rooms.
- Illegal or potentially hazardous materials are not allowed in the Meeting Rooms.
- The library reserves the right to reject any application for use of the rooms which the Board of Trustees or the Library Director believes would disrupt the patrons of the Library or the providing of Library services to the public.
- Use of any equipment not supplied by the library is prohibited without the advanced approval of the library.
- Directions for technology equipment are provided in the meeting rooms (where applicable), as well as at the Circulation Desk. Library staff will provide basic technology assistance for library-provided equipment.
- The reservation application signee must make program attendees aware of the library's policies and regulations.
- All groups using a meeting room must be under adequate adult supervision with adult attendance at all times.
- The reservation application signee must accept responsibility for the repair or replacement of any damaged facilities or equipment.
- Rooms must be returned to the same condition in which they were found.

Application and Scheduling:

- Library patrons age 18 or older in good standing may apply for a meeting room reservation. The library will share the name and telephone number of the patron if there are any inquiries from the public about the meeting or organization.
- Patrons must visit evanspubliclibrary.org to submit an online reservation. Applications must be received at least one week in advance and up to two months in advance of the requested reservation date. Meeting rooms are available on a first-come, first-serve basis.
- Meeting room reservation requests are confirmed only with the approval of library staff.
- Meeting rooms may be scheduled for use during regular library hours at no cost. may be reserved for a maximum of three (3) hours per group, per use. The Community Room may be used after hours for up to two(2) hours for a fee of \$50.00.
- The meeting room reservations are limited to two (2) per month, per group.
- Applications may be rejected or withdrawn at the discretion of the library director. The library may cancel any meeting in accordance with library policies for temporary closures or emergency procedures.
- All room amenities shall be stated at the time the application is submitted. Groups wishing to use library-supplied audiovisual equipment must make that request at the time of application.
- The library may require a copy of the group's 501 (c) (3) certificate or proof of nonprofit status.
- Meeting room capacity is indicated on the online application form. The responsible party shall comply with capacity limits and/or local fire department occupancy regulations.
- User is responsible for set up and clean up within the reserved time.

Violation and Appeals

- Failure to comply with the terms of this policy may result in a forfeiture of meeting room privileges as determined by the library director.
- An organization or individual whose privileges have been suspended or revoked may have the decision reviewed by the library board of trustees.

Fees

- If special cleaning or rearranging of the meeting room is needed, the reservation application signee may be charged a minimum of \$50. The groups' meeting privileges may be suspended.
- The Community Room may be used after hours for up to two(2) hours(until 9:00pm) for a fee of \$50.00.

Library Disclaimer

- Permission to meet at the library does not constitute the library's endorsement of any group's policies or beliefs.
- Groups shall not use the library's name for any purpose other than to indicate the location of the meeting.
- The library shall not be held liable for any injury sustained or damage related to the use/misuse of equipment or facilities.