

# 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. Businesses and organizations may use the library spaces for private, non-commercial purposes; employee training or similar gatherings that support the Library's mission statement.

## Available Meeting Rooms

### Study Rooms -Liberty and Shulman

- The study rooms are intended for small group meetings or quiet study.
- Reservations are limited to 2 hours unless otherwise approved by staff.
- Each Room seats up to 4 people and features a table, chairs, a large screen television with presentation capabilities, and Wi-Fi.
- The Liberty Room is only available for walk ins or same day reservations.
- The Shulman Room may be reserved up to 1 month in advance. Reservations can be made at the Circulation desk or on the library's website.
- The study rooms are available during regular library hours. Use of the rooms must end at least 5 minutes prior to closing.
- No food is allowed in study rooms. Drinks with lids are allowed.

### Community Room

- The Community Room is intended for larger events and public presentations.
- Reservations are limited to 3 hours unless otherwise approved by staff.
- The room features 70 chairs, 12 tables, a projector 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.
- Food and drinks are permitted during a meeting in the Community Room. Groups must cleanup thoroughly.
- Cancellations must be made with no less than 24-hour's notice. Community room reservations that are unclaimed after 30 minutes will be considered no-show reservations and the meeting room will become publicly available. No-show reservations are noted and 2 or more may result in the loss of future reservation privileges.

## Rules for Meeting and Study Room Use:

- All users of library meeting rooms agree to comply with all applicable laws, local ordinances, and Evans Public Library policies which include: no smoking, no alcohol and no open flames or flammable materials.
- The meeting shall not disturb regular library functions. 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.
- Library programs and meetings have priority use of the meeting rooms.
- Meeting room use may not result in financial gain for the meetings' organization or its members. No money may be exchanged in the meeting rooms. Solicitation and the selling of products or services are prohibited. The library prohibits admission charges.
- Only non-commercial and event-related literature may be distributed during the meetings.

- Groups must vacate the meeting room at least 5 minutes before the library closes unless otherwise approved by staff.
- The registration of participants for a meeting that uses library facilities is the sole responsibility of the sponsoring group.
- Taping, stapling or tacking of materials to the walls or other furnishings are prohibited.
- Use of any equipment not supplied by the library is prohibited without the advanced approval of the library.
- 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 community 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](http://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.
- The Community Room may be used after hours, with prior approval, for up to 2 hours for a fee of \$50.00.
- The meeting room reservations are limited to 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.
- The library may require a copy of the group's 501 (c) (3) certificate or proof of nonprofit status.
- User is responsible for set up and clean up within the reserved time.

### **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 2 hours (until 9:00pm) with prior approval 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.
- Failure to comply with the terms of this policy may result in a forfeiture of meeting room privileges as determined by the library director.
- 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.