

## Meeting Facilities Policy -p1

The Beauregard Parish (Public) Library makes available its meeting facilities in keeping with the Library's goal of providing information and services that promote lifelong learning and/or enhance a love of reading to enrich Beauregard Parish residents' quality of life.

The Beauregard Parish Library Board of Control has adopted the Library Bill of Rights and this meeting room policy reflects Article 6 which states, "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 beliefs or affiliations of individual groups requesting their use." As such, meeting room use does not imply the Beauregard Parish Library's endorsement or support of any ideas expressed in the meeting nor of any goals, objectives or ideologies of the person or organization using the library facilities.

If any question is raised about the goals or activities of any organization, group or individual requesting use of the Library's meeting room, the Library Board shall be the final authority in granting or denying permission for use of the room.

### **What facilities are available?**

Branches do not have meeting facilities. The following are / will be available at the Library's DeRidder headquarters:

- Meeting room (occupancy maximum: 50 or 33 with tables)
- Small conference room
- 3 Study corrals (anticipated availability : 2011)

The meeting room is the only facility available for reservation; all others are used on a first-come, first-serve basis during open hours.

### **Who is eligible to use the meeting room?**

- Government agencies
- Other not-for-profit groups in need of specific library services
- Groups where a library employee is acting as presenter
- Partner agencies

#### *Proposed addition:*

- Organizational members of Friends of the Library
- Individual / Family members of Friends of the Library where the meeting attendees number more than 3 but less than 10.
- Beauregard Parish educational, civic, and/or cultural clubs and organizations

### **General Rules:**

- Library events may preempt any other scheduled activities.
- There is no charge for using the meeting room during open hours. When applicable, however, fees may apply for set-up and cleaning charges, etc..
- Admission must be open to the public and free of any and all charge.
- The meeting room may not be used for personal or social gatherings such as birthday parties, dances, showers, etc., nor may it be used for religious services or political rallies, caucuses or campaigns for specific partisan issues or candidates. **HOWEVER**, religious study groups and political forums are permitted.
- The meeting room must be restored to its original condition and the premises vacated prior to the library's closing time. Requests for after-hours use must be made explicitly at least 2 weeks in advance of the program and fees may be charged.

## Meeting Facilities Policy -p2

- Solicitation, money-raising activities and/or sales are not allowed. The Library and the Friends of the Library reserve the right to hold sales relevant to the Library.
- Any group composed of minors (under eighteen years of age) must have an adult chaperone attending the meeting. This person must also sign the meeting room application form.
- Children must be supervised by an adult at all times, even if that adult is attending a meeting or program
- Library staff may attend or observe any meeting or program at any time.
- The Library assumes no responsibility for losses or damages suffered due to meeting room use by the applicant, its guests, members or participants.
- Meeting attendees must not disrupt other library services, block entrances/exits of building or restroom facilities

### **Scheduling and Advertising:**

All applications must be made in writing (see Meeting Room Form) and must be made no less than 7 days in advance of the program. Application for after-hours usage of the meeting room must be made no less than 2 weeks in advance of the program. Reservations can be applied for up to 2 months in advance.

To ensure that no one group monopolizes the meeting room schedule, no one group may hold more than 6 meetings in the Library's meeting room in any 6 months.

The applicant must sign an agreement for use and replacement of any damaged items before the usage of the meeting room shall be allowed. The Library, in its discretion, may cancel or propose changes to the meeting room schedule at any time.

All advertisements, flyers, press releases, etc. must clearly state the organizational sponsorship as well as stating that the meeting is not sponsored by the Beauregard Parish Library. Exceptions to this will be made in certain instances where the Library is acting as a sponsor or partner.

The Library Board expects that any group using the Library's meeting room will act in compliance with the provisions of the Americans with Disabilities Act and provide for their meeting and materials to be handed out at their meeting to have a variety of accessible formats in response to any request. All advertisements and public notices, regardless of format, should include a statement regarding the availability of accommodations.

Sample statement: "If you need an interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization) no later than one week in advance of the scheduled meeting date."

### **Technology, Equipment and Supplies:**

The Library will provide:

- trash bin(s) with liner
- tables and chairs
- podium
- one easel

The Library cannot provide refreshments, cleaning supplies or catering services.

Select other equipment may be available upon request. The applicant is responsible for setting up a pre-meeting time to come in and try out personal and/or Library equipment to ensure compatibility. The applicant is also responsible for setting up, operating and properly putting away all equipment including personal and Library-owned. Any damages to Library equipment are the responsibility of the applicant.

## Meeting Facilities Policy -p3

### **Wireless Technology in the Meeting Room:**

The Library provides dataline and wireless access. These resources are shared by patrons throughout the building – including the meeting room.. The Library provides a high speed line and multiple access points to boost the signal, but capacity issues may arise if a large number of users all access these systems at once. While we monitor our systems closely, we cannot guarantee wireless compatibility or uninterrupted wireless service when groups are using the meeting rooms.

### **Set-up and Clean-up:**

Applicants are welcome to rearrange meeting room furniture to suit their needs, with library staff approval and following these guidelines:

- Exits must be clear at all times
- Aisles must be kept clear of clutter. At least one aisle measuring no less than 3 ft. wide should be available for traffic to reach the exits.
- Decorations must be approved by the Library prior to installation and no decorations shall be affixed to any walls.

Applicants are responsible for set-up and break-down. Help with this may be requested no less than 7 days in advance of program and may be granted based upon staff availability.

Meeting rooms must be left in the same condition as found. Applicants are responsible for cleaning up any spills. Any damages must be reported promptly to library staff. Replacement of any damaged items or furniture shall be the responsibility of the applicant.

Light refreshments (coffee, soda, water, juice, cookies, fruit tray, etc.) ONLY are allowed with prior Library approval. The Library will not provide refreshments.

### **Forbidden items:**

Smoking, alcoholic beverages, weapons, open flames, burning incense, and lit candles are not allowed.

Adopted by Beauregard Parish Library Board of Control on June 2, 2010.