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# **Library Board**

## **Monday, April 16, 2018**

### **Regular Meeting**

## **Item F1**

### **Approval of Revision to Meeting Room Policy**

*Library board approval of a revision of our Meeting Room Policy (attached) is recommended to move forward with rearranging our lobby area to conform to the "Meet-Up" program aspects that were determined during our renovation planning.*

Staff Contact: Steve Fosselman



## Meeting Room Policy

DRAFT Revised April 16, 2018

A variety of meeting room spaces are provided by this library to fulfill our mission as this diverse community's center for a lifetime of learning and literacy. Such space is made available by the library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." (Article 6, Library Bill of Rights). Permission to use a Library meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization.

Meetings must be for purposes consistent with the objectives and goals of the Library including educational, cultural, informational, community or governmental/civic activities. Use of library meeting room space is subject to the approval of the Library Director or Library Board.

### Library Director-Authorized Uses:

Programs, sponsored events, and employee meetings of Library and city government are given priority consideration for use of all meeting rooms. In addition, the Library Director is authorized to accept requests for the following permitted reservations of meeting room space. Such meetings must be open to the general public at all times. Unless specified below, no admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees. The Director may delegate this authority to staff members in their various areas of responsibility.

- Meetings of other governmental agencies
- Meetings of non-profit community and educational groups
- Library programs involving the sale of library products or featured speakers' literary or artistic works
- Non-profit sponsored educational training sessions with or without registration fees
- Library sponsored or co-sponsored programs conducted with the assistance of a business firm

### Library Board-Authorized Uses:

Specific Library Board approval is required for the following uses of meeting room space:

- Meetings of non-profit groups involving the sale, advertising, or promotion of commercial products or services
- Meetings not open to the general public at all times

### Non- permitted Uses:

- Any uses that interfere with the normal functions of the library
- Meetings solely sponsored by a business firm, regardless of purpose
- Political campaign purposes other than debates with all candidates having the opportunity to participate
- Private social events
- Worship services held as part of a faith's regular religious regimen and bearing no relationship to a specific civic purpose

### Designation of Spaces for Meeting Room Purposes:

The Library's meeting rooms, children's programming room and computer lab (when in use for training sessions) are not available for individual or unreserved use. Requests for reserved use of these areas as well as study rooms, Heritage Room or other Library spaces for meeting room purposes are subject to this policy. Otherwise, Library spaces used by individuals and small groups informally on an unscheduled basis are not subject to this policy and their use is covered under the Library's Code of Conduct.

### Fees for Use:

The Library Board reserves the right to formulate policy on usage fees. There are presently no fees for use of these meeting room spaces.

### Meeting Procedures:

To schedule a meeting room, a group representative should follow all staff-specified meeting room booking procedures.

Meeting rooms may be booked up to six months in advance but should be made at least 24 hours prior to intended use.

Multiple bookings are not allowed, with the following exceptions:

- Library sponsored events
- Meetings of federal, state and local government agencies
- Non-profit sponsored educational training sessions
- Other meetings specifically authorized by the Director or delegated authority

Meetings rooms are scheduled on a first come, first serve basis. Additional furniture and AV equipment is available upon advance request. Groups should provide their own laptops for presentations connected to the Library's LCD projectors.

Unless authorized by the Library Director or delegated authority, meetings must be held during regular library hours and must end on time so the room can be cleared or prepared for other meetings. The meeting rooms must be vacated at least 10 minutes before closing time.

Library staff should be notified at least 24 hours in advance of cancellations.

Light refreshments may be served and use of the Library's kitchenette may be requested. (Note: alcoholic beverages are prohibited.)

The group is responsible for leaving any rooms used in the condition in which they were found.

Violations of this policy may result in future suspension or ban from meeting room use. Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

Any advertisement of scheduled meetings NOT sponsored by the Library must clearly indicate the sponsoring organization and contact information. Description of the meeting site is as follows: Edith Abbott Memorial Library, 211 North Washington Street, Grand Island, NE.

## Meet-Up Spaces

When not in use for library programs, several tables in the lobby are specifically designated for informal community meet-ups of groups involving fewer than six participants at each table. No approval is needed. General seating is available elsewhere in the library for individual patrons. Reservations are not available unless authorized by the Library Director. The Director may delegate this authority to staff members in their various areas of responsibility. Time limits may apply depending on demand as determined by library staff.