

XXIII. Multi-Purpose Rooms Policy

A. General Information

The primary purpose of the multi-purpose meeting rooms is to provide appropriate space for library meetings and programs to support and promote the library's mission. However, when the rooms are not being used for library programs or activities, community groups and organizations may request the use of the rooms. A group's use of the meeting rooms does not constitute the library's endorsement of that group's credentials, policies, or beliefs.

The multi-purpose rooms are also available to the funding agencies for use as polling sites and meeting facilities.

In case a question is raised as to the objectives and activities of any organization or individual requesting the use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission to use the room.

Meetings may only be scheduled in libraries that have multi-purpose rooms. The intent of this policy is to make the Library's limited multi-purpose room space available on as widespread and equitable a basis as possible for educational, cultural and informational community meetings and programs. Private social functions (parties, showers, receptions, re-unions, etc.) are prohibited.

Scheduled meetings may be pre-empted in the event of a special election, as some meeting rooms are designated polling sites in the county. Library staff will give reasonable notice if it is necessary to cancel or change a reservation.

B. Reserving the Multi-Purpose Room

Library-sponsored programs will receive first priority after which other applications will be considered on a first-come, first-served basis. The Multi-Purpose Room must be reserved in advance, however the room may not be reserved more than one year in advance.

A reservation may be made by telephone and tentatively held for two business days. A representative of the group must come by the library to fill out the *Multi-Purpose Room Reservation* form within those two days. If they do not, the reservation will be released and the room made available for that date. The person reserving the room must be at least eighteen years old. By signing the form, the person reserving the room agrees that his or her group will be responsible for any damage they cause to the premises or equipment.

When a meeting is to be postponed or cancelled, the library staff should be notified as soon as possible.

C. Multi-Purpose Room Availability

Multi-Purpose Rooms are only available during the hours the library is open. With the exception of voting activity, the rooms may not be accessed any earlier than 15 minutes prior to the library opening and all meetings must end at least 30 minutes prior to the library closing.

D. Use of Library Facilities, Furniture and Equipment

Equipment to be provided by the library should be requested in advance, at the time the room is booked.

Groups requiring special furniture arrangements may move the furniture accordingly. Furniture may not be moved in or out of the meeting room. Storage of supplies or equipment belonging to meeting room users is not permitted.

Nothing may be attached to walls, ceilings, doors, or furniture of any of the rooms.

With the exception of voting activity, no signs or posters promoting a non-library sponsored meeting or program may be placed anywhere in the library or on the grounds of the library.

E. Open to the Public

All programs or events held in a library multi-purpose room must be free and open to the public. No member of the public may be excluded from observing a program or event being held in a library multi-purpose room.

F. Charging Admission, Fund Raising or Selling Merchandise

No admission or attendance fee may be charged for any program or meeting held in the Multi-Purpose Room. A group may charge a registration fee to cover costs of materials used in the program, speakers and light refreshments. No one may be excluded from attending a meeting if they are unable to pay a registration fee. They must be allowed to observe and participate without the materials.

No group (other than the Library and the Friends of the Library) may use the rooms for fund raising events.

The Multi-Purpose Room may be used for limited commercial activity only during a library sponsored program. For example, an author giving a

presentation about his or her work may offer that work for sale to those in attendance at the function; or an artist, with paintings or other works of art on exhibit, may offer the art works for sale.

No one will be obligated to make any purchases as a condition of attendance.

G. Scheduling Limits

It is not the intent of the Library System to provide ongoing, regular meeting space for any organization or individual. No one may schedule a meeting for more than five consecutive days in any month. It may be necessary to limit any organization to one meeting per month, if multi-purpose room use is heavy.

H. Private Property

Private property to be used, demonstrated, exhibited, shown or merely brought into the library must be the owner's responsibility. The library assumes no responsibility for lost or damaged private property used on library premises. The custodian (or any other library staff) is not required to move or transport private property.

I. Refreshments

Light refreshments such as coffee, punch, cookies and hors d'oeuvres may be served. No alcohol may be served or consumed. The multi-purpose rooms do not have the kitchen facilities to accommodate sit down meals. The group is responsible for supplying all serving equipment and immediate clean up. Any group that does not clean up after themselves may be prohibited from using the room in the future.

J. Disruption of the Library

Groups using the rooms are responsible for maintaining order. Meetings, events, programs or activities that might disturb regular library operations shall not be permitted. Persons attending a program or event are subject to all Library System regulations and policies.

In the case of a disruption of normal library usage by others, the library staff will issue one verbal warning to the offending group. If the disruption continues, the Library System reserves the right to immediately terminate the group's meeting and the group must leave library property. Those groups that have a meeting or event terminated due to disruption shall be barred from use of any Library System's multi-purpose room for one year.

K. Miscellaneous

Any donations or gifts to these rooms will become the property and responsibility of the Pine Mountain Regional Library System and shall be used at the discretion of the library.

The library-stated room capacity must be adhered to and not exceeded.