



# Meeting Room Policy

Adopted: 07/2017

Revised: 04/2025

Reviewed: 04/2025

The Scott County Public Library maintains meeting room space for use by community groups when such space is not being used for library-sponsored programming. The library endorses the principles adopted by the American Library Association in the Library Bill of Rights regarding meeting room use which state, "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations." Authorization to use meeting rooms does not constitute an endorsement by the library of a group's position or belief.

## The following standards and guidelines apply for fairness and safety:

- Library-sponsored programs take priority over all other meeting room reservations. The library reserves the right to cancel meeting room reservations at any time in the event an urgent Library need arises. In these instances, the group's contact person will be informed, and every effort will be made to arrange alternate space for the displaced program.
- Reservations are considered for groups whose contact person is a Scott County Public Library cardholder in good standing who is 18 years or older. Persons bringing children to meetings must assume responsibility for their care and behavior.
- Meetings promoting or advertising the sale of products or services are prohibited. Meetings requested by businesses will ONLY be approved for the purpose of staff training, hiring, employment testing, or other activities unrelated to sales and/or promotion.
- No group may conduct private social functions or moneymaking activities while using the facility.
  - Examples of a private social function: baby shower, birthday party, celebration of life, memorial service, family reunion, holiday party, etc.
  - Examples of moneymaking activities: "free" educational programs that promote a business's services, demonstrations for skin care products, essential oils, kitchenware, etc., "free" financial counseling programs that promote a business's services, and any other "free" education program that allows the presenter to make business cards and business contact information available.
- Reservations must be made through the library's reservation software and will be approved on a first-come, first-served basis. Room access cannot be granted without an approval email from the Library's reservation software.
- No fees are charged for use of the library facility.
- Meetings may be scheduled no more than ninety (90) days in advance and are only available for reservation during the library's regular hours of operation.
- Requests received less than 72 hours in advance may not be approved.
- Use of meeting rooms is limited to four (4) times a month and is limited to 5-hour blocks of time. (Exceptions may be made by the Executive Director)
- Reservation cancellations must be made within 24 hours of the meeting time. Organizations who reserve a room and do not arrive without prior cancellation 2 times may be restricted from use for 6 months.
- There is no guarantee of privacy in meeting rooms. Users may not restrict library staff members from having reasonable access to the room during their reservation time.
- Meeting rooms are only available for reservation during the library's regular hours of operation.
- Groups using meeting rooms may not use the library as a mailing address, or as a private office, and may not use library staff as a message taker or giver.
- Groups using meeting rooms may not state or imply library sponsorship or endorsement. Advertising for meetings held at the library by a group must contain a disclaimer that the library is not sponsoring or endorsing the meeting.
- No materials may be stored at the Library for organizations using meeting rooms.

- Cleaning after a meeting is the responsibility of the group. Groups are expected to use at least the last 15 minutes of their reservation to clean up their meeting space. Supplies for cleaning tables are available at the Information and Gallery desks. Linger in meeting rooms at the end of a reservation time is prohibited.
- Group meetings of young persons under the age of eighteen (18) must always have an adult in the room during the meeting. The adult must be the contact person responsible for the use of the facility. The contact adult may not leave the premises until all other attendees have departed even if the library itself is open.
- In compliance with fire code regulations, attendance for any use of meeting rooms may not exceed the room's capacity.
- Disruptive activities will result in immediate expulsion from the building.
- Groups or their members engaging in illegal activity while utilizing library property will be expelled and banned from further property usage.
- Use of alcohol, illegal drugs, or tobacco of any kind on library property is prohibited.
- Room setup and arrangement is the responsibility of the group. Nothing may be attached to walls, floors, or ceiling in the library. (i.e., adhesives, including tape; push pins; and thumb tacks)
- Glitter, glue, paint, and other messy craft items are prohibited.
- Helium balloons, open flames, and smoke producing items are prohibited. (i.e., candles, incense, food warmers)
- Availability of equipment cannot be guaranteed if not requested at the time of reservation.
- Groups may not solicit membership, donations or hand out materials to library patrons or staff.
- Groups using pins and needles during their meeting are restricted to the use of Meeting Room J only.

**The representative who reserved the meeting room is the person responsible for:**

- Leaving the facilities in a clean and orderly condition. Crumbs, sticky/dirty tables, large trash, and other messes should be cleaned up by the organization or group before the end of their meeting. The library shall charge a group if additional housekeeping or maintenance service is necessary.
- Notifying Library staff that your group is finished using the reserved space.
- Turning off all lights and equipment and properly closing all doors.
- Proper use of equipment, appliances, and other library property.
- Providing and supplying all consumable goods and meeting materials.
- Assuming the risk of, and to be responsible for, any and all loss, damage, destruction, or theft of Library property.
- Contacting the library to confirm opening/closure during inclement weather conditions.
- The control and general safety of their group and the public attending meetings.
- Maintaining ADA compliance requirements as required by law

**Each group is required to:**

- Indemnify and hold harmless the library from any and all claims or legal actions attributable to the use of the library facilities. Groups may be required to provide a certificate of insurance to the library insuring it from liability and claims resulting from the groups use of the library facilities.
- Abide by all rules set forth in this policy.
- Exercise care in the use of the facility and exhibit respect for the library's property and staff, as well as for normal activities occurring within the building.

**Amendments and exceptions:**

- The Executive Director must approve any exceptions or deviations from this policy prior to the meeting.
- Failure to comply with these regulations may result in the suspension of an group's meeting room privileges.