

## **404 Meeting Room Policy**

The Board of Trustees of the Nippersink Public Library District offers the use of its Meeting Rooms as a limited public forum primarily for the purpose of providing space for library-sponsored programs and secondarily for civic, informational, cultural and educational programs. When the Meeting Rooms are not being used by the Library, they will be available for use by outside community groups and organizations. The following guidelines and procedures apply to all non-library sponsored meetings and programs.

### **General Use Guidelines**

Permission to use the Meeting Rooms does not in any way constitute an endorsement of the groups' policies or beliefs. The Library reserves the right to supersede other meetings in the event of a room conflict and to cancel any scheduled meeting if circumstances warrant, such as in the case of an emergency closing. Persons listed on the Meeting Room Reservation Request Form will be contacted by telephone. It is the organization's responsibility to contact members/public to inform them of the meeting cancellation.

### **Non-Eligible Groups**

- Groups creating excessive noise that would disrupt Library services
- Private parties/social events
- Individual, one-person only use is prohibited for safety reasons
- Meetings involving youth under the age of 18 without adult supervision
- Gambling or any illegal activities or sales presentations for general marketing purposes
- Non-library sponsored events where money is changing hands. With the exception of library activities, programs are prohibited if there is a charge for admission, if a collection is taken or if sales transactions are made

### **Rooms Available/Equipment Provided**

The Library offers two meeting rooms, one large room and a smaller room. In addition to tables and chairs, the library has a data projector which can be used free of charge for connection to a laptop or tablet and to show DVDs.

**PLEASE NOTE: The group or person reserving a Meeting Room is responsible for providing their own laptop or tablet. Library staff will set up the overhead projector, but are not available to operate equipment for outside groups during the meeting or program. The Library does have some cables and adapters, however, it is advisable if the person or group reserving the room brings the necessary cable/adaptor for their specific needs.**

**The Library is not responsible for any damage or loss to outside group's equipment or devices. If you have any questions about our equipment, please call ahead of time.**

### **Reservation Guidelines and Procedures**

Outside groups wishing to use the Meeting Rooms must complete a Meeting Room Reservation Request Form, available at the Circulation Desk or on the Library's website ([www.nippersinklibrary.org](http://www.nippersinklibrary.org).) The Library must receive a completed request form, in person or via e-mail, and payment for any room use fees before the reservation is approved/accepted.

The Patron Services Manager will approve all Meeting Room requests based on availability and status as profit/non-profit. If necessary, the Library Director may approve certain requests.

It is advisable to make reservation requests at least one week in advance to ensure room availability or to negotiate an alternative date. Cancellations should be made as promptly as possible. Refunds will not be issued unless the meeting is cancelled due to a library closure.

**Room Use Fees:**

Not-for-profit/community/civic groups	No charge
For-profit/business purpose and tutors	\$25.00 per event/room/day

Payment can be made by cash or check at the Circulation Desk or via credit card on the E-Pay Link on our website ([www.nippersinklibrary.org](http://www.nippersinklibrary.org)).

**Rules Of Meeting Room Use**

1. Refreshments are generally limited to securely covered beverages unless approval for food items is obtained in advance of the meeting. If food service is approved, the Library does not provide appliances or utensils. Appliances may not be brought into the Library for the purpose of food preparation or service.
2. The Library maintains a drug-free, alcohol-free and smoke-free environment. Groups using the Meeting Rooms are expected to uphold this policy.
3. The Meeting Rooms are available to outside groups only during library hours, beginning 15 minutes after the Library is open. Groups must vacate the meeting room 15 minutes before regular closing times.
4. Requestor must be at least 18 years of age.
5. No equipment, materials or supplies may be stored at the Library.
6. Groups using the Meeting Rooms may not use the Library as the organization's mailing address.
7. Groups using the Meeting Rooms are responsible for any damage to Library furnishings, equipment or material as outlined below:
  - a. Carpet cleaning/stains: \$50.00
  - b. Other damage as reported: Actual repair cost
8. The Library is not responsible for loss, theft or damage of property owned by any individuals or groups using the Meeting Rooms. This includes DVDs and CDs when used on library-owned equipment, and laptops or removable storage device ("flash drives") brought in by outside groups.

**Americans With Disabilities Act**

The Nippersink Public Library District complies, to the best of its ability, with the regulations governing the Americans with Disabilities Act (ADA). Any organizations using the Library's Meeting Rooms may be held responsible for providing sign language interpreters, information in large print format, providing enhanced amplification or other reasonable requests for ADA accommodations.

The Board of Trustees of the Nippersink Public Library District reserves the right to amend any or all of the above regulations or restrictions without notice at any time.

Revised November 13, 2018