

## MEETING ROOM RULES AND REGULATIONS

### A. RESERVATION OF MEETING ROOMS

1. Meeting rooms are available to organized groups or businesses engaged in professional, educational, cultural or civic activities. Scheduling will be on first come, first served basis. **A nonrefundable fee of \$25.00 per four-hour period will be charged to any for-profit agency; non-profit groups can use the space at no charge.**
2. Children's and youth organizations may make application for rooms through an adult willing to assume responsibility for usage. This adult sponsor must be at **all** meetings of the group.
3. Reservations for use of meeting rooms may be made no more than three (3) months in advance. This is to ensure that an appropriate time is allotted for the library to book library programs in these spaces.
4. Reservations for meeting rooms can be made online through Southwest Public Libraries website. Once the required online information is submitted, an email confirmation or denial will be sent to the organization requesting the room. The person submitting the application must accept SPL's Rules & Regulations for the space & take responsibility to see that all conditions of use are followed. Reservations twenty-four (24) hours in advance is preferred. Payment may be made at the library by for-profit organizations once a request is approved.
5. The Board of Trustees may grant special continued use of library meeting rooms for groups or organizations having a special relationship with the library or offering services that are part of SPL's core mission & values.
6. If the scheduled group cancels its meeting, the library should be advised at least 24 hours in advance.
7. Library use of meeting space takes precedence over any other use. Therefore, the library reserves the right to cancel use of meeting space by an outside organization if the Library Director or Board of Trustees determines that the meeting space is needed for Library purposes. Should this occur, any fees paid by the organization will be refunded.
8. The Library Director, in consultation with the Board of Trustees, is the final authority in approving of library meeting space.

### B. USE OF MEETING ROOMS

1. Meeting rooms may not be used by scheduling groups or organizations for receptions or private parties.
2. Meeting rooms may not be used by outside groups for fund-raising, profit-making endeavors, petitions or signature gatherings.
3. Meetings scheduled in library meeting rooms are to be conducted with a minimum of noise.
4. Meetings scheduled in library meeting rooms must be open to the public, with no admission or other fees charged.
5. Equipment in meeting rooms is limited to tables and chairs. Groups using the rooms are responsible for arranging furniture and equipment for their meeting, and for returning the room to its original arrangement and condition. **Library staff are not available to set-up or run equipment for organizations.** *Groups using the meeting rooms assume financial responsibility for any damage to library property, and could lose future use of the room due to damages.*
6. Smoking and the use of alcoholic beverages or other controlled substances on library property is prohibited.
7. Hot food such as fast food, pizza or catering, and ice cream are prohibited in the rooms. Beverages must have lids on them. Light snacks are acceptable.
8. Meetings must be scheduled to end no later than 15 minutes prior to the library closing time, **with room to be vacated no later than five minutes prior to closing time.**
9. Parents attending meetings may not leave children under age nine unattended in other areas of the library.
10. Violation of the above rules and regulations by any scheduled group will automatically preclude future use by that group. Reinstatement of privileges can be granted by action of Southwest Public Board of Trustees.
11. Use of library meeting space for any purpose not outlined or described above must be approved by the Southwest Public Board of Trustees.