

## **ELMA PUBLIC LIBRARY**

### **LIBRARY MEETING ROOM POLICY**

The Board of Trustees of the Elma Public Library or its designee approves all usage of the Elma Public Library meeting room and related facilities.

Use of the library meeting room is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural or civic purposes.

#### **All meetings must be open to the public.**

The meeting room is limited to 60 adults in attendance.

No admission fee or required donation may be charged by a sponsor. A sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of materials furnished and/or costs charged by the Library to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee. No portion of any fee shall accrue to the benefit of an organization or individual.

The meeting room may not be used for religious services, sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise or services is strictly prohibited except as provided herein.

Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.

No products, services or memberships may be advertised, solicited or sold. However, at the discretion of the Board of Trustees, the following will be permissible at Library sponsored programs:

Fundraising to benefit the Library and/or sponsored by the Library Foundation, Friends of the Library or other Library-related groups.

The sale of books and other items by authors or artists as part of a library program.

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location the name of the Library may not be used in any publicity relating to use of the meeting room.

## **MEETING ROOM APPLICATION**

Formal application for the use of the meeting room is made with the Library Director. An individual responsible for the meeting (sponsor) must complete and sign an application form. Reconfirmation of the meeting should be made with the Library Director two weeks prior to the meeting. Cancellations or change of meeting dates also must be cleared with the Library Director.

Programs which are planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks' notice to the organization which had requested that space.

Meetings are reserved on a first come, first serve basis. As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group.

The Library, through its Director, may charge fees for the use of its meeting room for cleaning, security and/or chair and table set up and take down. If the room is left in disarray a charge may be levied against the sponsor and/or future use of the meeting room may be denied.

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### MEETING ROOM RULES OF USE

1. The meeting room is available for use only during the Library's normal hours of operation.
2. Meetings must be conducted in such a way as not to disturb Library operations. The Sponsor is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors. Sponsors and program participants are expected to conform to the Library Rules of Conduct, copies of which are available on request.
3. No cooking may be done or food served without the approval of the Library head. No alcohol may be served at any time. No smoking is permitted.
4. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.
5. Meeting room must be left in an acceptable condition. Tables and chairs should be returned to the positions in which they were found, if set up and take down arrangements have not been made previously.
6. No games of chance may be played.
7. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
8. The Sponsor accepts liability for all damage to Library facilities or loss of Library property.
9. All publicity is the responsibility of the Sponsor and must clearly identify the sponsoring organization. The location of the Library may be publicized, but the Library telephone number may not be placed on publicity, as the Library is not a source of information concerning the event. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. No deliveries are to be made unless the Sponsor is present to accept them.
10. The Sponsor assumes responsibility for participant accommodations (e.g., assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The Library does not discriminate on the basis of disability or age in any of its programs or services, and organizations using the Library's meeting rooms are required to provide reasonable accommodations for persons with disabilities (e.g., assistive listening devices, interpreters, etc., when, and if, possible) as required by the Americans with Disabilities Acts.

11. Library personnel must have free access to the meeting room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Violation of any of the Library's rules shall be grounds for denial of future use of meeting space.

Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies must be submitted to the Board of Trustees in writing.

# MEETING ROOM APPLICATION

## ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

## APPLICANT INFORMATION

Name & Title of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## MEETING INFORMATION

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

\_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Does your organization require any special accommodations? If yes, please list below:

\_\_\_\_\_

\_\_\_\_\_

I have read and understand the 'Rules for Meeting Room Use' and agree to abide by them:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Date