

# HATCH PUBLIC LIBRARY MEETING ROOMS POLICY

## I. Introduction

A. The meeting rooms at the Hatch Public Library are intended primarily for use of the library's own programs. The meeting rooms are also available for use by community and other non-commercial groups for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the Hatch Public Library Board of Trustees.

B. The meeting rooms are not available for any purpose which, in the opinion of the Hatch Public Library Board of Trustees, may interfere with the normal use of the library.

## II. Description of Rooms

### A. Community Meeting Room

The Community Meeting Room will accommodate conference style seating for 75. Along with tables and chairs, a projection screen, cart for audiovisual equipment, podium, conference cabinet, TV/VCR, LCD projector and computer, and amplification system are available. The room can be divided in half by a sound proof curtain if needed.

### B. Conference Meeting Room

The Conference Meeting Room seats ten around a large table. A conference cabinet hangs on one of the walls.

## III. General Rules

A. No admission fees may be charged or solicited by the user, nor may any item or service be sold or advertised. (Exceptions may be made for library-sponsored programs.)

B. The name, address and phone number of the library may not be used as the official address of any organization using the meeting rooms (except the Friends of the Library and the Juneau County Area Literacy Council.)

C. Any non-library group using the meeting rooms may not publicize its activities in such a way as to imply library sponsorship.

D. If a flyer or written announcement of the event is used, the following disclaimer must be included: "The meeting space is provided as a community service by the Hatch Public Library. The Library neither sponsors, nor endorses this event, nor the presenting individual or organizations."

E. Failure to follow the rules may disqualify the user from using the room for one year or for a time that may be determined by the Hatch Public Library Board of Trustees.

## IV. Reservations for Rooms/Hours Available

A. Regular library service must take precedence over all other activities and the use of the meeting rooms must not interfere with the operation of the library. The Library Director will approve requests for use of the rooms according to the following priorities:

1. Library-sponsored or related meetings and programs.
2. City-sponsored or related meetings and activities.

3. Educational or training programs and meetings associated with a public agency or office holder (excluding fundraising).
4. Community-oriented groups
5. Educational or training programs and meetings associated with non-profit private individuals or groups.

B. No room may be reserved more than three months in advance. Unless otherwise authorized by the Library Director, groups will be limited to one meeting room reservation per week.

C. The Library Director reserves the right to refuse the use of the rooms whenever, in the Library Director's best judgement, such use would be inappropriate or doesn't conform to these policies.

D. The Library Director reserves the right to refuse the use of the rooms whenever, according to the Library Director's sole discretion, the user has failed in the past to use the room in an appropriate manner.

E. The Library Director also reserves the right to cancel advance reservations if the rooms are required for a library event or meeting.

F. A telephone reservation is tentative only. A completed and approved application must be on file in the library within 7 days of the tentative booking or the reservation will be canceled at the discretion of the Library Director. Meeting room applicants will receive a confirmation notice upon approval. Requests will be granted in the order in which they are received under the previously listed priorities.

G. The Conference Meeting Room is available during the library's regularly scheduled hours of operation: Monday-Thursday, 9 a.m. to 8 p.m., Friday 9 a.m. to 5 p.m. and Saturday, 9 a.m. to 3 p.m. Special arrangements may be made for groups who wish to begin their meeting or program before 9 a.m. All groups must be out of the building prior to closing time. The only exceptions in this case will be for library or city meetings. Food and beverage will be allowed in the Conference Room at the discretion of the library director.

H. Dates and times of availability for the Community Meeting Room will be decided at the discretion of the Library Director. Groups planning on using the Community Room at the end of the library's operating hours should plan on beginning their meeting 30 minutes prior to the library's closing time. Groups planning on using the room more than 2 hours after the library's closing time will need prior approval of the Library Director.

## **V. Fees and Admission Charges**

A. Fees may be charged by the library for use of the meeting rooms.

B. The Hatch Public Library Board of Trustees will decide on fees for the use of the meeting rooms on an annual basis.

C. Groups using the meeting rooms may not charge admission. Possible exceptions to this rule may be made for a program or educational course that requires a registration fee or tuition.

## **VI. Use of Facilities and Equipment**

A. Library or other city staff will not provide assistance in setting up the meeting room.

B. Meeting rooms should be left in a neat and clean condition as directed by library staff.

- C. Groups will be charged for damage to rooms beyond normal wear and tear.
- D. Materials may not be affixed to the walls without prior approval of the Library Director.
- E. A kitchenette is available off the Community Meeting Room. Only light refreshments may be served. A coffee maker is provided. All other utensils and products must be provided by the group. Groups are expected to leave the kitchenette area clean and orderly. Kitchen procedures are posted above the sink. Use of food and beverage in the library is limited to the Community Room.
- F. The library's audiovisual equipment may be scheduled separately through the circulation desk staff in accordance with guidelines established in the Equipment Use Policy.
- G. The library does not provide personnel to operate audiovisual equipment.
- H. Persons requiring an interpreter or other accommodations to access *library sponsored programs* must contact the library no less than seven days before the scheduled program to make the necessary arrangements. The library is not responsible for providing an interpreter or other accommodations for groups who use the library's meeting room space.

## **VII. Additional Considerations**

- A. Use of tobacco products and alcoholic beverages is not permitted on the library's premises.
- B. The library does not provide storage space for groups or individuals using the meeting rooms.
- C. The library staff will not accept calls or relay message to people attending meetings except in emergencies.
- D. The library reserves the right to refuse to book meeting room space for groups who do not comply with the guidelines of this policy.

Date of Approval: January 19, 2000

Date of Revision: July 19, 2000

Date of Revision: August 30, 2000

Date of Revision: October 16, 2002

Date of Revision: August 17, 2005

Date of Revision: April 25, 2007