

## Meeting Room Use

The intent of this policy is to establish guidelines and procedures for the public use of the Sherrard Public Library District Program Room and Quiet Reading Room. The Library Director retains final authority for approving requests to use library facilities.

### General Guidelines

- Program Room and Quiet Reading Room are provided primarily for library-related activities, which may preempt any public use – scheduled or otherwise.
- Members of the public may request reservation of either room via application, available at the front desk. The public may also use the Quiet Reading Room without prior reservation, though reservations will take precedent over walk-in use. Applications are particularly encouraged for reservations spanning multiple days and times, as well as in instances involving minors outside of the reserving party's household, such as tutoring.
- Use of the Library's meeting rooms does not constitute Library endorsement of viewpoints expressed by participants. Advertisements or announcements implying such endorsements are prohibited.
- Utilization of meeting rooms must be in full compliance with all local, state, and federal laws.

### Reservations

- Members of the public may request reservation of either room via application, available at the front desk. Room applications for reservation may be accepted in-person or completed via phone.
- Applications are particularly encouraged for reservations spanning multiple days and times, as well as in instances involving minors outside of the reserving party's household, such as tutoring.
  - Moreover, in instances involving minors, the applicant should be the party who will be present during use of the room. Tutors, for example, should apply for reservations, rather than parents of the student.
- Reservations are not finalized until applicant has received confirmation from the library.
- Reservations may not be scheduled outside of operating hours, and room use must conclude 15 minutes prior to closing.
- Three no calls, no shows for reserved room use in close succession will be considered forfeiture of future reservations.
- The individual making the reservation will be held responsible for any and all damages as a result of use of the Program Room or Quiet Reading Room. Future use of library facilities may be withheld from individuals or groups causing damages.

### Restrictions

The meeting room may not be used for:

- Social gatherings such as showers, birthday parties, etc.
- Gatherings held for financial gain, such as sale of products, fundraising, etc., or that cost entrance fees. This does not include groups or agreements that involve financial transactions outside of library premises, such as youth club meetings or tutoring.
- Activities that disturb normal library operations.

### Care of Facilities

- The Program Room and Quiet Reading Room are to be returned to the condition they were found, including tables, chairs, etc. Public should bring their own supplies, including office / craft supplies, protective tablecloths (if necessary), material for serving food (when permitted), cleaning supplies, etc. Public or group items may not typically be stored on library premises after use.
  - Groups should vacuum after use, and a vacuum may be provided by library staff.
- Use of the Program Room is limited to areas normally accessed by the public during programs. This does not include the programming closet, cabinets, etc. or the materials therein.
- Groups using meeting rooms are responsible for any special arrangement or rearrangement of furniture. Library staff will not aid in furniture or equipment arrangement. Groups who move furniture should return rooms to original configuration.
- Attendance in either room is limited to their respective capacities with consideration to normal function of space and existing furniture: Quiet Reading Room, 12; Program Room, 50. Total attendance will be reviewed on applications with consideration to current equipment, furniture, library use of rooms, etc.
- Open aisles must be maintained within the seating arrangement to provide clear access to exits.

## Food

- Food and drink may only be allowed in the Program Room, and must be noted on applications.
- No meals may be cooked on library premises by members of public.
- Public should furnish their own supplies, including dishware, utensils, cups, etc. This includes protective tablecloths, which are required when serving food.
- Refreshments may not be consumed outside of the Program Room.

- Adopted November 20, 2019

- Revised November 15, 2022