

The Meeting Room Policy applies to the use of any Alva Public Library meeting room, or space in the library by members of the public. It does not apply to use of a library meeting areas by the Library or by another department of the City of Alva. This policy is in conjunction with the Alva Public Library Code of Conduct and Child Safety policies.

(A) Terms of Use.

- (1) The use of a library meeting room by a group or patron signifies the group's or patron's acceptance of the terms of the Meeting Room Policy.
- (2) There is no charge for meeting room use.
- (3) The use of, and the scheduling for the use of, a meeting room is subject to the needs of the Alva Public Library, and may not interfere with the library's operations or the use of the library by customers. City or Library needs preempt any other scheduled event in a meeting room.
- (4) The use of a meeting room does not constitute Library or City of Alva endorsement of a viewpoint expressed by a group or by a participant in a meeting or activity.
  - (a) The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities unless the activity is being co-sponsored by the Library.
  - (b) The name, address, or telephone number of the Library may NOT be used as the contact address or headquarters of an organization.

(B) Who May Use a Meeting Room?

- (1) A Library meeting room may be reserved by a not-for-profit, non-commercial group of at least three individuals engaged in an educational, cultural, intellectual, or civic activity. If a meeting room is equipped with equipment owned by the Library it may be reserved by the group.
- (2) A use of a meeting room must be open to the public and may not be restricted to the membership of the group. A member of the public that sees a meeting taking place may enter and participate in the meeting.
- (3) A patron may not reserve a meeting room for individual use.
  - (a) A Library patron may, upon request, use a meeting room which is not in use until the next group's reservation time.
  - (b) A patron must sign in at the service desk for individual use of a meeting room.
- (4) An adult leader shall be present at all times and responsible for the supervision of groups of children (under the age of 18) using the meeting room.

- (5) A meeting room may not be used for commercial purposes. A group or customer using a meeting room may not solicit money or another thing of value, charge admission, sell, or advertise for sale, goods or services.
- (6) A meeting room may not be used for a social function, e.g. private parties, receptions, etc.
- (7) A meeting room may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, a meeting room may be used for a forum or study group on a political issue.
- (8) A meeting room may not be used to provide a direct healthcare service. This includes an examination, a hands-on demonstration, or a treatment. However, a meeting room may be used for a forum on, or the sharing of information about healthcare services.
- (9) Permission to use Library meeting rooms will be withheld from a group that has failed to comply with the Meeting Room Policy or from a group that damages a meeting room, the carpet, equipment, furniture, or causes a disturbance.

## Reserving a Meeting Room

- (1) A group may request the use of a meeting room in person, phone contact, or in writing. The Library will consider requests on a first-come, first-serve basis.
- (2) To provide an opportunity for other groups to use the meeting rooms, a group may not book a meeting room on a weekly basis.
- (3) Reservation can only be made three months in advance with the exception of a Library partnership organization. Examples of these are, Friends of the Alva Public Library, Northwest Genealogy, DAR and etc.
- (4) A group that is cancelling a meeting must provide notice of the cancellation to the Library staff as soon as possible. A group forfeits its reservation if the group fails to appear within 30 minutes after the scheduled time.
- (5) If a group fails to appear for two consecutive meetings without making a cancellation, all future reservations of the group are cancelled until the group reschedules.
- (6) Meetings may not be scheduled before or after library hours. Group representatives may not enter the library building before the regular opening time unless arrangements have been made at the time of the room reservation.
- (7) A group may not assign or transfer its reservation to another group.

## Care and Use of a Meeting Room

- (1) Activities in the meeting rooms must stay in the meeting rooms and must not impact the rest of the library and other patrons' use of the library.
- (2) A group using a meeting room must completely vacate the room at least 15 minutes before the Library's closing time.
- (3) A group must leave a meeting room in the condition in which the room was found. A group may not leave trash in a meeting room. A group that has produced trash during a meeting must remove that trash from the library at the end of the meeting. Supplies will be provided for tables to be wiped down and floors vacuumed if needed.
- (4) The Library will have the requested furniture and equipment in a meeting room. Library staff will set up the requested equipment and provide basic use instructions. Library staff will not be present to operate equipment during meetings, programs or events.
  - (a) If a group or customer rearranges the furniture, the group or customer must return the furniture to the original arrangement before leaving the room.
  - (b) A group or customer may not store equipment, furniture, supplies, or personal effects in a meeting room before or after use.
- (5) Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations.
- (6) A group or customer may not affix, tape, or fix with an adhesive any item to any part of a meeting room, including a wall, door, window treatment, or woodwork.
- (7) If craft supplies will be used the Library, staff needs to be informed at the time of the reservation. Absolutely no glitter can be used, glitter pens are allowed and protective plastic must be used on tables and floors for paint or glue projects.
- (8) A group or customer must keep all doors unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- (9) Attendance at a meeting is limited to the capacity of the individual meeting room. Seating or furniture may not be placed in a corridor outside the meeting room.
- (10) Groups must return to the front desk and notify Library staff when their meeting is finished.

(11) Food and Drink in a Meeting Room:

- (a) If refreshments are served, attendees are to be clearly advised by the group leader that food and/or beverages are not to be served or consumed other than on the wood flooring side of the auditorium. Groups are expected to clean up after themselves.
- (b) Beverages cannot contain red or purple food dye.
- (c) Kitchen facilities or equipment are not provided by the library.
- (d) Protective mats or tablecloths must be used on tables when refreshments are being served.

(12) The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the meeting room.

(F) The City of Alva is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations will be provided on request.