

# Meeting and Study Room Use Policy

## **PURPOSE:**

McMillan Memorial Library welcomes the public use of its meeting and study room facilities, in keeping with the library's mission that recognizes its role as a community meeting place.

## **POLICY:**

Meeting rooms are primarily for use by the library to present library-sponsored events. When not in use for library-sponsored events, meeting rooms are available for use by community groups, subject to the following guidelines, and for purposes which are consistent with the library's mission, goals, and objectives:

### **Facilities/Property**

Examples of permissible uses include cultural, literary and artistic groups, school, service and social welfare groups; clubs and groups concerned with civic or self-improvement; political and religious groups; and governmental agencies. The library does not permit use of facilities for commercial purposes (an exception may be made for a commercial entity or professional practitioner who uses a meeting room to provide a free educational event related to their field of expertise which is open to the general public), private social gatherings (i.e. birthday parties, bridal showers, baby showers, etc.) or groups whose meetings are generally closed to the general public. Tutoring and group study are permitted in common areas and in the Study Rooms. Eligible groups may, from time-to-time be denied use of meeting or study rooms if their request would result in undue interference with regular library operations.

Meeting and study rooms are available regardless of the beliefs or affiliations of individuals or groups requesting their use, and the use of the Library's rooms does not constitute the Library's endorsement of a meeting's content or an individual/group. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. The Library reserves the right to cancel reservations or revoke permission to use any meeting or study room for any group or organization which violates or refuses to comply with the rules and regulations established for using the meeting rooms or any Library policy.

## **1. Guidelines for Meeting and Study Room Use:**

In general, the following guidelines apply to both Meeting Rooms and Study Rooms:

- 1.1. Subject to the following, use of meeting rooms and study rooms is free-of-charge. Selling or promoting services and products, soliciting donations, or selling raffle tickets is prohibited. No admission to any room may be charged without special approval of the Library Board. Educational and cultural groups may apply to the Library Board for a special contract allowing the group to charge a fee to offset expenses. Groups receiving approval to charge admission will be charged \$100 per use.
- 1.2. Groups must adhere to all Library policies, and obey all general rules for library patron behavior. Rooms and equipment must be used with care and respect. Groups shall assume

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responsibility for, and shall compensate the library for, damages done to the Library facility, equipment or property during use.

- 1.3. Advance reservation of meeting rooms is required for all non-library groups. Reservations will be accepted on a first-come, first serve basis. Reservations are not transferable.
- 1.4. A meeting room reservation request must be submitted by the group requesting use of a meeting room in advance of the requested date, and shall require approval by Library staff. The submitted reservation request constitutes agreement that a meeting will take place. Failure to cancel the meeting 48 hours prior to the reserved time as required by Section 2.1.9 of this Policy, or failing to show may be cause for refusing future requests by that group for meeting room space. Study rooms are intended for use by individuals or small groups seeking a quiet study area. Study rooms are not reserved as a meeting room, unless a special exception is granted by Library Administration.
- 1.5. Groups shall not exceed the legal posted capacity of any room. It is the group's responsibility to monitor compliance with capacity regulations.
- 1.6. Groups are not allowed to show films unless they present written proof that the group has public performance rights to show the film in the library.
- 1.7. Smoking, vaping and drinking alcoholic beverages are not permitted in the Library.
- 1.8. Groups may not attach anything to Library walls, windows or furnishings without permission of Library Administration.
- 1.9. Groups using rooms must always remain in public areas of the library.
- 1.10. Library telephones are not available for use in meeting or study rooms.
- 1.11. Any special table or seating arrangements shall be the responsibility of the group using the room. The group using the room is responsible for returning the room to its original condition when the meeting is over. When scheduling, groups should allow extra time for setting up the room before the meeting is to start and for returning it to its original condition when the meeting is over.
- 1.12. Groups using rooms are responsible for clean-up after meetings. To allow for clean-up prior to Library close, meetings must be concluded 15 minutes prior to the Library's closing time. Only groups that have obtained permission from Library Administration at least 48 hours beforehand may remain in the Library after it is no longer open to the public. Groups using the library at any time the Library is not open to the public will be charged \$50/hour to cover additional staff time required to remain after-hours. This overtime fee may be waived for city, county and state agencies by Library Administration.
- 1.13. Groups that have been responsible for damage to Library property or that have disregarded Library rules during previous uses of the facilities may be denied further use of the meeting or study rooms.
- 1.14. Diffusers or any other personal equipment that could limit the ability of another patron from enjoying a library room after the user vacates it are not permitted in any meeting or study room.
- 1.15. McMillan Memorial Library and its employees shall not assume responsibility for any property of groups, individuals or organizations. All property belonging to a group using the rooms shall be removed from the library at the end of each use.

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- 1.16. The Library does not disinfect meeting or study rooms between uses. Cleaning products may be provided at patron request if disinfecting of the work area is desired.

## 2. Meeting Rooms

The Library encourages public use of meeting room facilities. However, Library-sponsored programs have priority over outside group uses of meeting rooms.

The Library has four meeting rooms that are available for public use:

Room Name:	Maximum Capacity:	Must Remain Open to Public?	Beverages Allowed?	Food Allowed?
<b>Fine Arts Center (Theater)</b>	248	Yes	No	No
<b>All Purpose Room</b>	80	Yes*	Yes	Yes
<b>Margaret McCourt Conference Room</b>	20	Yes	Yes	Yes
<b>Large Meeting Room</b>	20	Yes	Yes	Yes

\*Door must remain open when art is displayed.

### 2.1 Meeting Room Reservations

- 2.1.1. Meeting rooms must be reserved.
- 2.1.2. Groups are limited to 12 meeting room uses during a calendar year. One reservation may last up to an entire day. Each room counts as a separate reservation.
- 2.1.3. Reservation requests that require equipment or room modification must be made at least 72 hours in advance.
- 2.1.4. Reservations may be made from the Library's website: [www.mcmillanlibrary.org](http://www.mcmillanlibrary.org).
- 2.1.5. A tentative reservation, made by telephone or online, is not official until approved by the Library.
- 2.1.6. Reservations are accepted up to six months in advance of the meeting date.
- 2.1.7. While groups composed of individuals under 18 years of age are permitted to use the meeting rooms, an individual over the age of 18 must make the reservation, must be present throughout the meeting, and must agree to assume responsibility for the actions of the participants.
- 2.1.8. The Library has a variety of equipment available for meeting room use. Groups wishing to use special equipment or desiring specific seating layouts should inform the Library of their needs at the time that they fill out the reservation form. Access to the sound booth in the Fine Arts Center is limited to Library staff and authorized personnel.
- 2.1.9. Cancellations should be made at least 48 hours before the scheduled starting time of a meeting. The Library reserves the right to deny future use of the meeting facilities to groups that fail to provide such notice. A reserved room that remains unoccupied for the first 30 minutes of the reservation may be subject to cancellation.
- 2.1.10. In the case of an emergency for if a meeting room is needed for other Library purposes, the Library reserves the right to reschedule or reassign a group to another meeting room.

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### 3. Study Rooms

The Library has five study rooms available for public use:

Study Room:	Maximum Capacity:	Beverages Allowed?	Food Allowed?
Room 1	2	Yes	No
Room 2	1	Yes	No
Room 3	2	Yes	No
Room 4	5	Yes	No
Room 5	5	Yes	No

#### 3.1 Study Room Reservations

- 3.1.1. Reservations may be made up to 2 weeks in advance. Rooms may be booked up to two hours per day. Rooms may be booked for up to three days in a single week. Each reservation may be extended, one hour at a time, provided that no other party is waiting to use the room.
- 3.1.2. Reservations may be made by any patron who is at least 14 years old. An adult must be present in the study room if the room will be used by any patron who is younger than 14.
- 3.1.3. Walk-in use of the study rooms is on a first come, first served basis, and are for a duration of up to two hours. One-hour extensions may be granted if no other party is waiting to use the room. Reserved times take priority over walk-in uses, and therefore, walk-in uses may be limited to less than two hours in length. There is no limit on the number of walk-in uses for study rooms.
- 3.1.4. Study room reservations may be made on the Library's website: [www.mcmillanlibrary.org](http://www.mcmillanlibrary.org).
- 3.1.5. A tentative reservation, made by telephone or online, is not official until approved by the Library.
- 3.1.6. Cancellations must be made at least 24 hours before the scheduled start of the reservation. The Library reserves the right to deny future reservations to individuals or groups that fail to provide such notice. A reserved room that remains unoccupied for the first 30 minutes of the reservation may be subject to cancellation.
- 3.1.7. In the case of an emergency or if a study room is needed for other Library purposes, the Library reserves the right to reschedule or reassign a group to another room.