

**Policy Title: Meeting Room Policies & Procedures****Effective Date: November 1, 2010****Amended: October 14, 2013****I. Purpose**

The purpose of this policy is to maximize usage of Library spaces to include meeting rooms and outdoor areas at the Flagler County Public Library System and to establish equitable fees to be collected from users of such Library spaces.

The Flagler County Public Library System is an information center for the community. **The primary function of Library spaces is for Library activities**, including programs presented by Library staff, Friends of the Library, Flagler County Government and other organizations affiliated with the Library. The Library will reserve the right to review the meeting agenda if it is not clear as to whether the usage meets the meeting room guidelines.

**II. Who May Use**

The Flagler County Public Library offers the Meeting Room/Outdoor space for the use by non-profit organizations, groups and citizens regardless of their affiliation or beliefs to engage in civic, educational, cultural, recreational, charitable or government interest activities, which complement or promote the Library's mission and goals. **Use of the meeting room/outdoor space is available when they are not required for Library programming, with such usage being on a first-come, first-served basis.** The Library reserves the right to reschedule confirmed meeting room reservations to accommodate Library-sponsored programs and events or reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions. An attempt will be made to provide forty-eight hours advance notice if cancellation becomes necessary.

**III. Limitations**

All meetings and programs are open to the public. The meeting rooms are not to be used for personal or private profit, advertising or solicitation of business. No partisan political activities, social or private gatherings such as showers or birthday parties are allowed. The meeting room is not to be used as a headquarters for any organization or the sole and/or primary location to conduct regular business operations. Dues and/or Admission fees may not be charged nor sales made. Promotion of products or services, or donations solicited except in conjunction with a library or Friends of the Library program is not permitted. However, a fee for resource materials, books, or payment for a program speaker may be collected upon approval of the Library Director. Library-related fund raising activities are allowed. As such the Library reserves the right to review all meeting agendas to ensure the usage meets the meeting room guidelines. **Granting permission for use of the rooms does not imply Library endorsement of the aims, policies or activities of any group.**

**IV. Equipment**

With the exception of the equipment made available by the Flagler County Public Library, the Library will not provide electronic or other meeting support materials such as markers, paper, etc. **Meeting organizers are permitted to bring their own equipment, but Library staff is not allowed to support its operation.**

The Library makes every effort to ensure that the equipment is in good working condition and performs regular equipment checks to ensure working condition. **Equipment is rented as is and no refunds will be given on equipment rented but unused by the group.** Training is required prior to use of library equipment. If damage occurs to equipment, replacement of equipment or full reimbursement of cost associated with repairing or replacing equipment must be remitted. Equipment available:

LCD Projector with speakers (**mobile unit**)  
DVD player  
Projection Screen

## V. Definitions

### A. Library Space Definitions and Uses

1. Meeting Rooms: Main Library Meeting Room and small-group study room(s).
2. Outdoor Areas: Such outdoor areas shall include, but not limited to, Library patios, and parking lots. Designation also includes open space and land owned by the Library department.
3. Doug Cisney/Garden Room: This is a multi-function room used **only** for library activities, including programs presented by library staff and Friends of the Library.
4. Programs: For activities that are instructional, educational or entertainment for preschool, youth, adult, senior or special populations.

### B. Non-Profit Group or Entity

1. Exempt from taxation under any subsection of Section 501(c) of the Internal Revenue Code.
2. Civic Groups/Associations includes but not limited to, property owners' associations, hobbyists' clubs, collectors' clubs, garden clubs, car clubs and all other similar clubs, groups or organizations. The primary focus of these groups is inward toward the group's members.

### C. Partisan Political Activities

Specific solicitation of political campaign contributions; political meetings not open to the public.

## VI. Fees

All fees must be paid when submitting the Meeting Room Reservation or in the case of recurring monthly meetings fees may be paid monthly prior to the scheduled meeting. The preferred form of payment is **cash or personal check**.

1. **LCD Projector User Fee:** All entities with the exception of programs presented or sponsored by Library staff, Friends of the Library or Flagler County Government will be charged a **non-refundable \$10.00 fee per use**.
2. **Refreshment fee and/or use of Kitchen Facilities:** All entities with the exception of programs presented or sponsored by Library staff, Friends of the Library or Flagler County Government using the kitchen and/or serving food and refreshments will be required to provide a **\$25.00 non-refundable fee per use**. See General Guidelines and Regulations for cleaning requirements.

## VII. Room Capacity

Per order of the Fire Official the maximum attendance for programs or meetings in the Library's Meeting Room is one hundred nineteen people (without tables and chairs). The meeting room has chairs and approximately 12 five-foot long tables available for use. Attendance at the meetings must be limited to the capacity of the room. **Meetings are to be held during library hours and must adjourn 30 minutes prior to the scheduled closing of the Library.**

Standing Room Only:	<u>119</u>
Chairs Only:	<u>75</u>
Tables and Chairs:	<u>45</u>

## VIII. Scheduling

- A. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the rooms. **Meetings held in the meeting room must have at least 10 people in attendance for use, but no more than the assigned maximum room capacity.** Meetings will not be scheduled more than once per month but the Library Director, or designee may waive enforcement of this aspect provided such waiver does not interfere with the primary function of this room.
- B. The Library Director or his/her designee reserves the right to reject a reservation request to accommodate library related programs. **The Library makes no guarantee that the date and time requested will be available and will provide alternate dates and times as necessary.**

- C. Reservations may be made by phone or in person through the Administration Office at the Flagler County Public Library. **No reservation is confirmed until you receive a signed confirmation from the Library along with a list of dates and times the room is reserved.**
- D. All organizations, groups or individuals using the Meeting Room must complete, sign and at the request of the Library staff, update a Meeting Room Application. The application shall incorporate by reference this Meeting Room Policy and the Library Rules of Conduct, and shall recite that the applicant group has received a copy of this policy and the rules of conduct and agrees to abide by the terms and conditions of both.
- E. Applications for use of library space must be submitted by a Flagler County Public Library Card Holder in good standing (defined as a zero balance) and who is at least 18 years of age. The applicant must be present when the meeting is held and take full responsibility ensuring that all attendees follow the Meeting Room Policy, and Library Rules of Conduct. **The person signing the application assumes complete financial responsibility for any damages to the room or any furniture and/or equipment used.**
- F. Organizations/Groups or Individuals must notify the Library at least 48 hours in advance if a reservation will be cancelled. **A maximum of (3) three cancellations is allowed per fiscal year.** Repeated failure to notify the Library of cancellations will result in privileges being revoked.
- G. **Requests should be submitted at least seven days prior to the meeting date** in order to allow sufficient time to process the application but no more than one calendar year in advance.
- H. When requesting a reservation please allot enough time for set-up and cleaning at the end of the meeting. No organizations, groups or Individuals will be allowed access to the Meeting Room prior to their scheduled time. **Scheduled time will include no more than 30 minutes for set-up and 30 minutes for clean up. Any organization, group or individual interfering or requesting another user to relinquish or shorten their time may have their privileges revoked.**
- I. Any request to access the Meeting Room at a date and time not listed on a previously approved & confirmed application may be denied use if the room is already occupied by another group.

## VIII. General Guidelines and Regulations

### A. Liability

The Organization, Group and/or INDIVIDUAL agrees to indemnify and hold the County and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities described herein.

It is the intention of the Organization, Group and/or INDIVIDUAL that the COUNTY and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The Organization, Group and/or INDIVIDUAL expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the COUNTY for all damages caused to the facilities resulting from the user's activities hereunder.

The Organization, Group and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that the user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The Organization, Group and/or INDIVIDUAL acknowledge that the COUNTY has no duty to and will not provide supervision during the activity.

## B. Use and Care of Facilities and Equipment

The Library is not responsible for any equipment, supplies, exhibits or other materials owned by the group and used in the library. The library does not provide storage space for any groups other than the Friends of the Library.

1. Materials or signs/posters may not be affixed to the walls, ceilings, doors or windows. Egress routes may not be obstructed in any way and exit signs must remain clearly visible. Limited decorating is allowed but certain types are prohibited. Restrictions include but are not limited to items which make cleaning and vacuuming difficult, burning candles, incense or any type of open flame.
2. Tables and chairs are available but the group is responsible for arrangement of the furniture for their meetings. **Library staff will not provide assistance in setting up the Meeting Room.** All furniture must be returned to the required original arrangement per the diagram on the meeting room wall. If the room is not left in its original configuration, there will be a charge. A diagram of the original room configuration is posted in the room.
3. Upon prior request and payment of fees the kitchen may be used and/or light refreshments or food may be served. A refrigerator, microwave oven and a coffee maker are available for use. Refreshments may not be taken out of the Meeting Room. The library will provide basic housekeeping services as part of the regular daily custodial services. Any additional cleaning or repair required beyond normal library maintenance will be billed at an hourly rate and all materials required for repair will be billed to the user. All groups/organizations are responsible to clean the room after use which includes but not limited to: **wiping down tables and chairs, throwing away napkins and other paper items, vacuuming, wiping down counters, cleaning all kitchen items used, sweeping and/or washing kitchen floor as necessary, all left over food and refreshments are to be removed and garbage prepared for removal.**
4. Organizations, groups and/or Individuals using the Meeting Room must follow the Library Rules of Conduct, which include no smoking and no consumption of alcoholic beverages.
5. **When the meeting room is used as a voting precinct, and an election is scheduled, it will pre-empt all other scheduled meetings.** During use as a voting precinct all election rules and regulations will be overseen and enforced by the Supervisor of Elections' staff.
6. Accidents must be reported immediately to a member of the staff and an incident report must be filled out.
7. **No notices, press releases, posters, flyers or other materials promoting or announcing events held in Library spaces may be distributed without prior approval of the Library Director.** Upon such approval, the Library, at its discretion, may require that any notices, flyers or any type of verbal or written announcements using the Library's name and location must include a disclaimer stating that the Library does not sponsor or endorse the group and that the meeting is free and open to the public. Any notices, flyers or any type of written announcement is allowed to be posted on the library bulletin board only and must meet specifications as required by the library bulletin board policy. All organizations, groups, clubs and/or individuals are responsible for their own publicity.
8. **Use of the Meeting Room/Library Spaces is a privilege. Any violation of these rules as determined by the Library Director will result in cancellation of the group's future meeting privilege as well as financial assessment for damages incurred.** The Director will provide written notice to the organization, group and/or individual of the decision to deny use or assess fees. If the organization, group and/or individual choose to appeal the decision of the Director, they must provide written notice within 15 days of the date of the letter to the Library Board of Trustees. The Board of Trustees will address the grievance at the next scheduled meeting following receipt of the complaint and will render a decision as it deems appropriate.

*\*Approved by the Library Board of Trustees October 14, 2013*