

MEETING ROOM POLICY

Blackwater Regional Library offers meeting room facilities for use by individuals, educational, civic, and cultural or government organizations, which are based in the cities and counties served by the regional system at no charge. The meeting rooms are available for use on equal terms to community groups regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public. The group's use of a meeting room does not constitute endorsement of that group by the library. Groups are responsible for complying with all Americans with Disabilities Act (ADA) requirements. Use of meeting rooms are permitted with the following **restrictions**:

- The sale of goods or services, admission fees, and/or solicitation of monetary donations are prohibited
- Private social gatherings are prohibited
- Events that disrupt other customers use of the library are prohibited

Activities scheduled for an event should be in keeping with the normal functions and atmosphere of a library setting. Arrangements must be made for such use by submitting the Blackwater Regional Library Reservation Contract for approval by the Branch Manager or designee.

Applications:

1. Library and library-sponsored activities have first priority in scheduling; and thereafter, the rooms are available for non-profit public gatherings. When not in use for library functions, rooms may be available to individuals on a first-come, first-served basis.
2. Requests for the use of the community room shall be made on the Blackwater Regional Library Reservation Contract, signed by an adult, eighteen years of age or older, who is an authorized representative of the organization.
3. Users are responsible to report the number who attended the event on the form provided by staff and leave it on the meeting room table at the close of the meeting.

Reservations:

1. Meetings may be scheduled during the hours the libraries are open to the public in branches without a separate meeting room.
2. Those branches with separate meeting rooms and security systems may be scheduled for use at other times on an individual basis by the Branch Manager if the group requesting use of a meeting room meets the criteria set in the policy. Some branches do not have kitchen facilities.
3. No meetings may be scheduled that would violate the local Occupancy Code.
4. Reservations will not be accepted more than 12 months in advance for the meeting rooms. Groups meeting once a month can reserve for a twelve month period.
5. Groups meeting more than once a month can reserve for periods of up to three months. A group may reserve the meeting room no more than once a week.
6. Two weeks prior to the expiration of your BRL Reservation Contract, groups may request reservations for the next reservation period.

7. Rooms will not be available before or after the reservation time originally listed. Make sure to reserve enough time to arrange the furniture or set up equipment you bring for the meeting.
8. The person signing for use of the meeting room is responsible for assuring that use of the room complies with library policies.

Rules and Regulations:

1. Library equipment and furnishings may not be used outside the building except in programs that are associated directly with the library.
2. The library does not provide media equipment, computers, or internet access connections for use in the meeting rooms.
3. Filtered wireless internet access is currently available for use in all branches.
4. The meeting room must be left in a clean and orderly condition. Groups using a meeting room are responsible for set up of chairs, tables, etc., and must return the room to the condition in which it was found. Groups failing to keep the room clean may lose their privileges to use the space.
5. Materials belonging to the group using the room may not be left in the room. Group members are responsible for their own personal belongings.
6. The group using the room must pay for any damage to the premises or equipment as a result of use.
7. The library assumes no responsibility for loss, damage, or liability that may arise through use of facility.
8. If the group includes anyone under 18, adult supervision is required at all times.
9. Any event request that is expected to draw a crowd beyond the capacity of the facility (room capacity, facility capacity, parking lot capacity, etc.) is denied. If a program has the intent of disrupting library services and operations, it will be denied. If the crowd is expected to be extreme but within established limits, the group is required to pay for security and traffic control services to the satisfaction of the Library Director.
10. All presenters and attendees are required to abide by the behavior policy outlined by the Blackwater Regional Library Policy Manual.
11. Library staff may alert locality administration and/or local police department about after-hours activity if deemed necessary.

Approvals and Cancellations:

1. The Branch Manager reserves the final right of action on any use request and reserves the final right to revoke any permit for false or misleading information on the application.
2. The Branch Manager or designee will confirm with the group representative in person, by telephone, or by email that the room is available and has been scheduled for the group's use.
3. The Branch Manager may override or reschedule any bookings should the library require use of the community room for library business or community events, which benefit the majority of patrons. Library staff will make every attempt to give adequate notice of any changes to the schedule.

4. Groups should notify the library in a timely manner if a meeting is canceled so that others may schedule use of the meeting room.
5. If a group repeatedly does not show for a scheduled meeting, the group may lose the privilege of using a meeting room.
6. If inclement weather conditions occur, the library often closes for the day or prior to its regular closing time. A phone call is advised if these conditions exist.

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