

### How can I reserve a Community Room?

You may reserve a room in one of the following ways:

- Online: [www.calcasieulibrary.org](http://www.calcasieulibrary.org)
- Phone: 337-721-7095
- In Person: Library staff at any facility will help you make a reservation

### Who can reserve a Community Room and for what purpose?

Clubs, organizations, committees, governing bodies, individuals and businesses may use the community room for charitable, civic, cultural, informational, educational, recreational and religious purposes (with the exception of worship services) in keeping with the mission of the library.

Businesses and groups may use the community room for non-commercial purposes: staff training, informational presentations on issues of public interest, etc., but not for sales presentations, point-of-purchase sales, etc. No admission charge, collections (except for regular club dues), or other money-exchanging activities may be attached to any meeting room use. Private individuals seeking to conduct regularly scheduled transactions at the library in lieu of renting office space may not reserve community rooms.

Private parties or functions, such as wedding or baby showers or family reunions, are not permitted.

### Is there a fee to use a Community Room?

No.

### How far in advance may I reserve a Community Room?

Reservations may be made up to six months in advance. Reservations are made on a first come, first serve basis. However, library programs have first priority in scheduling use of the meeting facilities. Groups who need to cancel their meetings must notify the library of cancellation 24 hours in advance of meeting date.

### Is there a limitation on the number of meetings I can schedule?

No more than 36 meetings per year may be scheduled for any one group, in order to prohibit any one group from dominating the use of the meeting room.

### May I access the room early to set up for my meeting?

No. Setup and clean up time should be included in your group's room reservation. Please include the entire time you will need access to the room in your reservation.



### May I move furniture around and change the standard setup of the room?

Yes, groups may make physical changes in room set-up, however, there are certain rooms that cannot be rearranged and are available only as is. After each meeting, all furniture must be returned to its original arrangement and the room left in the condition in which it was found. Failure to do so will result in revocation of room reservation privileges.

Diagrams of the original room configuration are posted in each room.

### What happens to my room reservation if I do not show up on time?

After 30 minutes, a group may forfeit its reservation if it fails to appear as scheduled.

### Can anyone attend my meeting?

Yes. Non-library sponsored meetings must be open to the public at large and may not be restricted to the membership of the sponsoring organization. This means that any member of the public that sees a meeting taking place may enter and participate in the meeting. Meetings may be monitored by staff for compliance with rules and regulations.

### Will the library promote my meeting?

No. Publicity is the responsibility of the group or organization holding the meeting. The library does not endorse or sponsor a group or the organization's policy or beliefs. Every reasonable effort should be made that the organization's publicity does not give the impression that the library is a sponsor or endorses the group or organization's beliefs. The name and address of the library may not be used as the official address or headquarters of any organization.

# HAVING A MEETING? VINTON LIBRARY COMMUNITY ROOMS

## WANT TO KNOW MORE?

CONTACT US AT:

(337) 721-7095

[vintonstaff@calcasieulibrary.org](mailto:vintonstaff@calcasieulibrary.org)



Calcasieu  
Parish  
Public  
Library

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## Jimmy Fontenot Memorial Community Room

Capacity: 20

Equipment Available:

- Wall mounted monitor
- WiFi

*Kitchen Area: NONE*

## Conference Room

Capacity: 6

Equipment Available:

- Conference table with 6 conference chairs
- Wall mounted monitor
- WiFi

*(Furniture cannot be moved)*

*Kitchen Area: NONE*

## Study Room

Capacity: 2

Equipment Available:

- WiFi

***Study room(s) are not reservable and can be used on a first come, first served basis. Please see a staff member to access the study room.***

Please note: Photos may not reflect room capacities.  
Furniture in some rooms may be moved in order to accompany more people.  
Please see room details for more information.