

# Meeting Facility Policy

**Meeting facilities in library buildings are provided primarily for library-related programs and other activities sponsored or co-sponsored by the Library. Meeting facilities are also available for use by area clubs, organizations, committees, governing bodies, individuals and businesses for charitable, civic, cultural, informational, educational, recreational and religious purposes (with the exception of worship services) in keeping with the mission of the library. Library programs and meetings shall have first priority for use. Rooms are only available during regular library hours (see Facility Information)**

**Use of the facilities is subject to the following policies and regulations.**

- 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.
- Businesses and groups may use the meeting 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.
- Library meeting room facilities cannot be booked by private individuals who seek to conduct regularly scheduled transactions at the library in lieu of renting office space.
- Political events or rallies promoting a particular candidate or party are not allowed. However, general meetings on political topics, and forums discussing opposing viewpoints may be held.
- Private parties or functions, such as wedding or baby showers or family reunions, are not permitted.
- The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policy or beliefs.
  - The library is not responsible for equipment, supplies, material, or other items owned by a group or individual and used in the library.
  - Failure to comply with regulations, or abuse of privileges will result in suspension of right to use of the meeting room.
  - Completed online room reservation request form is agreement that the person making the reservation is liable for any damages that may occur to individuals, facilities, or equipment as the result of this meeting and the library has no liability.

**Meeting facilities shall be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The Director may establish rules and procedures governing the use of meeting facilities by outside groups and individuals. The Library Board reserves the right to review any or all applications and may demand sufficient time to make proper investigation before approval is given on a request.**

## **Reservations:**

- Reservations may be made directly through Library personnel, or by accessing meeting room reservations information on the Calcasieu Parish Public Library website – [www.calcasieulibrary.org](http://www.calcasieulibrary.org).
- Reservations are made on a first come, first serve basis. However, library programs have first priority in scheduling use of the meeting facilities.
- The library reserves the right to cancel a room reservation in order to use the room for library purposes. If the library cancels a reservation, the applicant will be notified two weeks prior to the scheduled meeting if possible.
- Reservations may be made up to six months in advance. In order to prohibit any one group from dominating the use of the meeting room, generally no more than 36 meetings per year may be scheduled for any one group.

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- Groups requesting the use of a meeting facility must designate a member to represent them. This member (18 years of age or older) monitors the event and accepts responsibility for the group and its use of the rooms.
- A reservation request must be submitted by the responsible party as far in advance as possible. Requests may take two (2) business days to process.
- Groups will indicate their equipment needs on the application. NOTE: Standard fixtures vary with each room. Please refer to printable brochure for facility information.
- Groups are strongly encouraged to test their equipment for compatibility ahead of time. Staff can offer limited assistance with equipment. Technical assistance is not available on evenings and weekends.
- Groups must notify the library of cancellation 24 hours in advance of meeting date. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled.
- The Library Board of Control shall be the final authority concerning any groups' use of the meeting facilities.
- Reservations are not final until an official confirmation is received.

## Publicity:

- Publicity is the responsibility of the group or organization holding the meeting. Every reasonable effort should be made that the 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.

## Rules for Use:

- Groups are required to check in with library staff before their meetings and check out at the end of the meetings.
- Any activity that could result in damage to furniture, equipment, or facilities is prohibited.
- Attendance may not exceed maximum capacity of the meeting facility.
- Coffee, tea, or punch may be prepared in the kitchen area. Other refreshments must be prepared off-site and brought to the library. The kitchen area must be left clean and orderly.
- Groups are responsible for making any physical changes in room set-up. 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. Certain rooms cannot be rearranged and are available only as is. (see Facility Information)
- Materials are not to be taped or tacked to the walls or doors.
- Equipment, supplies, materials, and other items brought into the library must be removed promptly after the meeting.
- Meetings may not disrupt the normal functions of the library nor disturb library patrons. Noisy or disorderly meetings will not be tolerated. Meetings must be confined to the meeting facilities.
- Use of the meeting room must be in accordance with state and local fire code regulations, copyright provisions, and federal, state and local statutes affecting public buildings.
- Meetings may be monitored by staff for compliance with rules and regulations.
- The Library reserves the right to deny use of library meeting facilities as a result of violation of any of these rules and regulations.