



## Meeting Room Policy

The Three Rivers Public Library District (TRPLD) has a meeting room whose primary purpose is in support of library functions, meetings, and programs. These rooms are available for use by individuals, groups and organizations.

The Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the organization. Use of the Meeting Room does not constitute the library's endorsement of viewpoints expressed by participants in the program. No organization meeting at the library shall use the library as its official address or the library's telephone number for the relay of messages of the organization.

### CONDITIONS:

The room may be reserved for groups subject to the following conditions:

1. All meetings shall be open to the Library Board, Director and staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
2. Meetings should be held during Library hours.
  - a. Meetings may be held before or after regularly scheduled Library hours only when prior arrangement has been made and approval has been given.
3. Groups may not charge admission to meetings, except for library sponsored or related programs, which may charge fees to defray expenses. Groups may charge attendees for the actual costs of materials used in a program, i.e. workbooks, handouts, supplies, etc. This must be indicated on the application.
4. Any group wishing to meet upon a repeating basis must make separate arrangements prior to each need. The library will not accept multiple reservations at any time from any group, unless the group is library sponsored.
5. Reservations cannot be made more than six weeks in advance.
6. No group may reassign its use of a meeting room to any other party.
7. Users must comply with applicable Americans with Disabilities Act (ADA) requirements when using the meeting room. ADA compliance requires that any publicity announcing a meeting or program must contain a public notice accommodation statement such as: **INDIVIDUALS WITH DISABILITIES WHO PLAN TO ATTEND MEETINGS AND WHO REQUIRE CERTAIN ACCOMMODATIONS TO PARTICIPATE ARE REQUESTED TO CALL TEN TO FOURTEEN WORKING DAYS IN ADVANCE OF THE MEETING DATE.** All ADA accommodations will be provided by the sponsoring group.

## PRIORITIES FOR USE:

Should there be several groups wishing to use the same rooms at the same time, priorities for granting use will be as follows:

1. TRPLD and library affiliated/sponsored groups.
2. Non-profit educational, informational, cultural or civic groups and organizations having at least one adult member who holds a TRPLD card.
3. Non-profit educational, informational, cultural or civic groups and organizations without an adult member who holds a TRPLD card in good standing (under \$5.00 in fines and fees).
4. All others.

## FEES: (For 4 hours)

1. TRPLD Cardholders - \$0.00\*\*
2. Non-TRPLD Cardholders - \$50.00\*\*
3. Commercial Use - \$100.00

\*\* No fee may be charged, no collection may be taken, and no purchase may be required of those who attend.

## GENERAL MEETING ROOM USE RULES

1. The library does not provide service to carry supplies, make coffee, provide office supplies, or photocopies. All groups, except those sponsored by the library must provide their own support for preparation and clean up.
2. Refreshment supplies such as cups, containers, paper goods, tea and coffee and kitchen utensils, towels, dishes and table service are not provided by the library.
3. Refreshments may not be taken out of the meeting room.
4. Alcoholic beverages and smoking are not allowed.
5. At the conclusion of a meeting, the individual, group or organization is responsible for placing all areas in the condition existing before the meeting commenced. If a group does not leave the room in reasonable order, the group may be assessed a cleaning fee and may have its meeting room privileges suspended or revoked.

Adopted 05/2000  
Amended 01/12/11, 04/10/13, 03/09/16, 10/12/16  
Reviewed 10/17/18, 10/14/20