

Meeting and Study Room Policy

Approved: May 6, 2013

Effective: May 6, 2013

Revisions: May 23, 2022, December 18, 2023

Review: N/A

Purpose

The Amery Area Public Library uses its meeting/study rooms for its own programming for children, young adults and adults. The Library also cosponsors programs with community groups. Library-coordinated and produced programs promote the Library's goals of information, education and recreation. In these programs the Library presents a range of points of view and does not advocate a single approach.

The purpose of providing space for community meetings is to further the Library's role in the community as a resource accessible to all residents and the public in general.

The Amery Area Public Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights, Article VI, which states:

Libraries which make exhibit spaces and meeting/study rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Overview of reservable spaces

- The library features one large meeting/study room (The Vault) and two smaller meeting/study rooms (one upstairs and downstairs).
 - The Vault Meeting/Study Room can be configured in a variety of ways. The room comfortably seats 12-18 around the tables. The room comes with one screen, two whiteboards, and a podium that may be used. Arrangements must be made in advance for assistance with technical equipment.
 - The Upstairs Meeting/Study room seats 8-10 around 2 tables. The room comes with one screen and one whiteboard. Arrangements must be made in advance for assistance with technical equipment.
 - The Downstairs Meeting/Study room seats up to 4 around 1 table. The room comes with one whiteboard.
 - The Makerspace may occasionally be reserved for groups that would function more successfully in the Makerspace environment, with preference given to youth-related activities. However, the Makerspace is *primarily* reserved for library programming and for use by the general public, rather than non-library events, programs, or meetings. Reservation of the Makerspace does not ensure exclusive use of the space,

as it is designed to be open to children and families during normal library hours. All Makerspace reservations must be approved by the Library Director or their designee.

Prohibited uses

- Meeting/study rooms may not be used for fundraising, money-making, or monetary solicitation.
- Meeting/study rooms may not be used by providers who charge a fee for their service, such as paid, private tutoring sessions, legal depositions, employment interviews, or company staff meetings. Admission fees may not be charged, nor may donations, collections, or fees of any kind be requested or suggested.
- Meeting/study rooms may not be used for activities not protected by the First Amendment.
- Meeting/study rooms may not be used by for private social events such as parties, weddings, bridal or baby showers, class reunions, luncheons, etc.
- Meeting/study rooms may not be used for political rallies supporting or opposing a specific candidate.
- Meeting/study room events/users may not disturb other library users, impede library staff, endanger the library building, or interfere with functions of the library.
- Meeting/study rooms may not be used to engage in [Hateful Conduct activity](#), as defined by the American Library Association.
- Meeting/study rooms may not be used for unlawful activity.

General guidelines

- Meeting/study room reservations can only be made by someone who has a MORE system library card.
- All meetings and programs must be open to any member of the public. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason.
- Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the viewpoints of meetings or meeting/study room users.
- Meeting/study room users may request a reservation by phone or in person.
- Meeting/study rooms may be reserved by the public up to three months in advance.
- Meeting/study rooms are generally available for use during regular library hours. Rooms must be vacated 10 minutes prior to closing. Use of the meeting/study rooms outside of regular library hours must be approved in advance by the Library Director.
- Meeting/study room users are required to check in with library staff when they arrive and when they are finished in the space. A reserved space may be released if check-in does not occur within 15 minutes of the meeting start time, unless prior arrangements have been made.

- In the event of a Library closure, the meeting/study room reservation will be cancelled.
- Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures, without the express permission of the Library Director or his or her designee.
- Light refreshments with minimal odors and mess (e.g. coffee, doughnuts, fruit, simple box lunches, etc.) may be served in any reservable space. Larger meals and other catered food may only be served with preapproval from Library staff. The Library is not responsible for the safety of any food provided.
- Library staff are not responsible for setting up or taking down furniture used in the meeting/study rooms. Meeting/study rooms must be returned to their original setting at the end of the reservation.
- Meeting/study rooms must be left in a clean and orderly condition after use. Users are responsible for any and all damage caused by their use of the room and/or equipment.
- Meeting/study room users may use the library's available audiovisual equipment; however, the library cannot provide operators for the equipment. Library users are strongly encouraged to set up a training appointment with staff in advance. Last-minute assistance will be provided as staffing allows.
- The Library is not responsible for equipment or materials owned by another organization or individual. Additionally, equipment or materials may not be stored in the library without permission from the Library Director or their designee.
- The user of a meeting/study room shall agree to abide by the copyright laws and regulations of the United States, and agree to defend, indemnify and hold the Library harmless from liabilities that may arise because of violations of the copyright laws or regulations.
- The stated occupancy of the room may not be exceeded, and the Library reserves the right to cancel or move a meeting to an alternate space based on the number of attendees.
- Use of the reservable space may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library services, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
- The Library reserves the right to deny future requests for reservable spaces based on (but not limited to): reservation no-shows, late cancellations, remaining in spaces beyond the reserved time, or violations of this or any other Library policy.
- The Library reserves the right to review each prospective use and determine if that use falls within the Library's policies.
- The Library reserves the right to monitor all Meeting/Study Room use conducted on the premises to ensure compliance with Library policies.
- The Library may cancel or refuse to grant a reservation at the recommendation of law enforcement.

Conduct

- The person/entity reserving the meeting/study room is solely and fully responsible for the space and all of its contents, and for any and all loss/damage to the building, furniture, or equipment.
- The person/entity reserving the meeting/study room must be present during the entire use of the space, should be the last person to leave, and should advise library staff when they vacate the room.
- The person/entity reserving the meeting/study room must manage the orderly behavior of all attendees, and the Library's Patron Expectations and Behavior policy must be observed at all times.
- The Library may impose additional reasonable conditions for the use of its spaces to ensure that public or private property is not damaged through use of its facilities, and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed.
- The Library, at its discretion, may require a meeting/study room user to provide adequate security services, deposit and/or insurance.

Marketing, publicity, and signage

- Publicity for activities held in a reservable space must clearly and prominently identify the name of the Applicant or associated organization or group as the event host. Publicity may include the Library name, address, and appropriate room designation as location information only. Use of the library logo is not permitted.
- No signs or other publicity materials promoting an event may be placed anywhere in the Library or on its premises without prior permission and direction from the Library Director or their designee. Any such items will be removed by the Library and the cost to repair any damage caused by the unauthorized placement of such items will be assessed to the person/entity that reserved the meeting/study room.
- Only Library and Library co-sponsored events appear in the public view of the Library's events calendar. The Library will not promote non-library events/programs on the website or events calendar.

