



## Meeting Room Policy

The primary purpose of the library's meeting rooms is to provide a space for library and library-related activities. The needs of the Putnam County District Library (PCDL) and the Friends of the Putnam County District Library will take precedence. When a meeting room is not in use for library activity, the space will be available to be reserved during regular library business hours to educational, cultural, civic, social, political, religious, professional, or other non-profit organizations, or to persons volunteering as tutors as part of a non-profit program subject to the following term:

### Terms for Use of Public Meeting Spaces

1. Persons or groups must submit a completed Meeting Room Application at least seven (7) days before the event. The reservation is not completed until all forms have been submitted and approved by the Director or his/her designee.
2. The signer of the Meeting Room Reservation Form must be at least 18 years of age and is responsible for the orderly conduct of the group. If any damage to library property and/or equipment occurs that individual will be liable. If PCDL property is either damaged or lost, the Director shall obtain estimates for the repair of the damage or the cost to replace the lost property. The individual or group will be responsible to pay that amount to the PCDL.
3. A group or individual using a meeting room more than once for the same purpose need only complete the form annually; a copy of the completed form will be kept on file at the library.
4. A meeting room may be reserved up to three (3) months in advance of the meeting date, and a group may have no more than three (3) meetings scheduled at a time. Meeting spaces will be reserved on a first-come, first-served basis, as scheduling permits.
5. Any group or individual using PCDL meeting spaces must proof of liability insurance. Individuals must have at least \$300,000 in coverage while groups must have at least \$1,000,000 in coverage. The certificate of insurance must be received by the PCDL at least five (5) days prior to the use of the meeting space.
6. Meeting spaces are available for public use during regularly scheduled Library operating hours. All meetings must be completed fifteen (15) minutes before the library closes unless prior approval is given by the Director or designee. The Director or any supervisor may terminate a meeting in progress for exceeding the time limit.
7. Groups using the meeting room will be required to pay a maintenance fee of \$25.00 for events of four (4) hours or less. Events greater than four (4) hours will have a maintenance fee of \$50.00. All fees must be paid at time of reservation. All fees will be waived for governmental or non-profit organizations.
8. The PCDL reserves the right to cancel a reservation with no less than 48 hours notice, if the space is required for use by the library or a library related organization. The PCDL will make every effort to avoid scheduling library sponsored events which conflict with previously scheduled public use of meeting spaces, however in the event such a conflict arises, library use will supersede public use.

9. If the library must close due to weather or unforeseen circumstances the event will be cancelled. If the event is not rescheduled the maintenance fee will be refunded. If an organization needs to cancel an event, and does so more than five (5) business days prior to the event, they may receive a refund.
10. The library makes no endorsement, express or implied, of any non-library event or activity held in the meeting room. Publicity of such events must include a disclaimer to this effect.
11. Library staff may attend or observe any event at any time.
12. Only the PCDL or the Friends of the Putnam County District Library may use the meeting room for the promotion or sales of services or products, fundraising, or conducting classes for profits. However, the library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs. The library will grant this permission either to reduce the cost of the program to the library or to raise funds for the PCDL. Likewise, a library-sponsored program may have a registration charge to defray or reduce the cost of the program to the library.
13. No smoking or alcohol is allowed in the Library or on Library property.
14. Refreshments may be served, but are restricted to the meeting rooms and are not permitted in other parts of the library except during library-sponsored events. Additionally, red or dark colored punch or beverages may not be served. A group serving refreshments is responsible for providing all serving utensils and for cleaning up following its meeting.
15. The PCDL assumes no responsibility for theft or damage to property brought onto library property or for injuries, which occur as a result of actions of sponsors or participants in activities in the meeting space.
16. The PCDL Code of Conduct also applies to meeting rooms.
17. Meeting room events must not interfere with library operations.
18. Facilities may not be used for any activities prohibited by City, County, State or Federal law. Unlawful activities will be reported to the local authorities.
19. The PCDL retains the right to deny the space to any user whose planned use of the space does not comply with these terms. Meetings must be conducted so as not to disturb others using the library. Groups or individuals that disturb library activities or library users will be denied future use of meeting rooms.
20. Authorization to use PCDL facilities may be revoked by the Director or his/her designee upon violation of any Policy, rule or procedure. Persons or organizations refused the use of a meeting space or whose privileges have been revoked, shall be informed of the right to appeal in writing to the PCDL Board for Trustees. Such appeals must be submitted in writing to the Board within 10 days after the notice of refusal to use the meeting space or the revocation of use of the meeting space.
21. The Director is responsible for the administration of this policy and for establishing administrative procedures for its implementation.
22. The PCDL reserves the right to alter and amend the rules governing the use of meeting spaces without notice.