

MEETING AND PROGRAM ROOMS USE POLICY

Purpose

The primary purpose of the Gail Borden Public Library District meeting and program rooms is to provide facilities for Library activities and functions. The Library also welcomes community non-profit organizations to rent rooms for civic, educational, cultural, and informational meetings, discussions, programs and training which benefit the community according to the following criteria and guidelines:

- Governmental tax-supported agencies and library-affiliated partners, sponsors, and donors.
- Non-profit organizations located within the library district
- Non-profit organizations located outside the library district

NOTE: The address of the organization will determine its location within or outside the library district.

Equity

The Library will not discriminate in making its premises available for use on the basis of race, national origin, religion, sex, sexual orientation, political affiliations, viewpoints expressed, or physical limitations of users.

Promotion of Non-Library Meetings and Programs

Use of a Library room by a group does not constitute library endorsement of the philosophies, practices or viewpoints of the meeting presenters, participants or organizations. The Executive Director, Deputy Director or a Division Chief must review and approve the press release and promotional material in advance of the scheduled meeting.

The following disclaimer must be included in all written publicity material about the event:

"The Gail Borden Public Library District does not sponsor nor endorse this event, presenters, organization."

- Signs or other decorations may not be taped, tacked or stapled to walls, doors or ceiling.
- Promotion or advertising of a program should only include the Library's name, Branch and address but not the Library's telephone number.
- No group may use the Library or Branches as a mailing address.

Open to the Public & General Expectations

- All meetings and programs must be open to the public.
- Organizations are expected to be considerate of Library customers, activities and services.
- Groups are expected to clean-up before leaving. Waste and recycling may be thrown in cans provided.
- Rooms are not available for social functions such as parties, dances, showers, recitals, support groups.
- Any use of rooms that disrupts the normal operations of the library will not be permitted.
- Groups whose members are under the age of 18 must be accompanied by one adult chaperone for each 15 participants.

No Solicitations

- The use of a Library room is not intended for monetary gain of any kind.
- No admission fees nor dues may be charged.
- No donations may be collected.
- Money may not be taken for raffles or drawings.
- Books sold by authors at authors programs are generally permitted.
- Other direct solicitation or sales of goods or services is prohibited, unless given prior permission from the Executive Director, Deputy Director or a Division Chief with rationale for public good.

Food & Beverages

- Refreshments may be served.
- A kitchenette with bar sink and mini fridge is available for rent adjacent to the Elgin and Grove Rooms.
- No food preparation is allowed without prior approval and proper food handling certification.
- A maintenance fee will be charged to cover disposal costs on a tiered basis.
- Arrangements may be made with the café located at the Main Library for purchase of food and beverages. The group will need to make direct contact, arrangements and payment.
- Food and beverages from other vendors may be permitted but require prior approval by Library.
- Alcohol may be served but only with advance approval by the Library's Executive Director and is subject to the Library's alcohol policy.

Legal Compliance

- Groups using the facilities must comply with the Americans for Disabilities Act and upon one week's notice are responsible for providing qualified interpreters and/or auxiliary aids as attendees request.
- Children under 8 years of age may not be sent to other areas of the Library without a parent or responsible caregiver. Please refer to the Unattended Children Left at Library Policy.
- Smoking is not permitted anywhere in the Library or on library grounds.
- Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited.
- Firearms and weapons are not permitted in the Library or on library grounds.

Library Personnel

- The Library retains the right to monitor all meetings and programs conducted on the premises to ensure compliance with Library regulations.
- The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
- The Library reserves the right to stop meetings that are disruptive to normal library operations.
- Library staff are not obligated to provide assistance in transporting supplies to rooms.
- Library staff are not expected to set up or operate an organization's equipment.
- Involvement by extra Security staff may be charged in addition to the room rental.

Damages & Liability

The Library District is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting and program rooms. Any individual, group or organization using the meeting and program rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

If on the advice of law enforcement professionals, the Library staff or board determines that a reasonable possibility of a threat to the safety of Library staff, customers, or members of the public might occur, based on prior experience of the group or speaker at this Library or at other occasions where a group had held meetings which have been disruptive or had a potential for violence, the following shall be required:

The individual group reserving the meeting room shall be required to pay in advance by cashier's check the reasonable estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room will obtain a special event policy for \$1,000,000 for injury or damage to property occurring at the meeting.

Final Authority

The Library's Executive Director is the final authority in determining use of the meeting and program rooms. Failure to abide by the Library's Meeting and Program Rooms Use Policy and Rules of Conduct Policy may result in the cancellation or refusal of future reservations.