



LIBRARY POLICY

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POLICY

The meeting rooms of the Frankfort Public Library District are available to: community groups and organizations whose objectives are cultural, educational or civic in character; for-profit organizations or entities within specific guidelines.

PURPOSE

The purpose of this policy is to make clear to the Library Meeting Room user, the rights, privileges and responsibilities incumbent upon the formal use of the Library's public space for holding gatherings, meetings or programs and to set a fee for usage designed to recoup expenses incurred in excess of normal library usage.

SCOPE

Use of the meeting room does not constitute sponsorship or endorsement by the Frankfort Public Library District or Board of the user or of the user's beliefs. The Library will not discriminate in making its premises available for use on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation or physical limitation. Use of the meeting room must follow conditions established by the Board of Trustees.

Meeting Room Use Exclusions:

- Fundraising events for non-library organizations;
- Organizations that deny service on the basis of race, religion, color, sex, sexual orientation or identification, age national origin, ancestry, citizenship, veteran or disability status.
- Organizations that do not serve the community within the Library District's service area.
- Organizations whose programming or policies may position the Library District in a negative light.
- Requests that benefit one person or family.

PROCEDURAL CONTROL

ADMINISTRATION CIRCULATION ADULT SERVICES YOUTH SERVICES COMPUTER LAB MONITORS

A. PRIORITIES

Priority for the use of the meeting rooms will be given in the following order:

1. Frankfort Public Library District and library related groups.
2. Official agencies and local governments serving the Frankfort Public Library District.
3. Educational, cultural, or civic groups and organizations based within the boundaries of the Frankfort Public Library District.
4. Educational, cultural, or civic groups and organizations sponsored by Frankfort Public Library District cardholders.
5. All others.

B. MEETING ROOM ACCESS

1. Meetings or programs of all non-Library related programming may not exceed 75 people for a single room or 150 people for the combined A & B rooms. Users must conform to all fire and safety regulations.
2. Programs in the meeting rooms are to be open to the general public. This does not apply to Library related groups.
3. The meeting room shall be available only during open Library hours and should be cleaned and vacated no later than 15 minutes prior to the Library's closing time.
4. Users may not charge admission nor request donations for attendance or participation. Exception: Fees may be charged for any Library sponsored programs. Organizations may require membership fees, reservation/registration fees.
5. 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 (*INSERT TITLE*) MEETINGS AND WHO REQUIRE CERTAIN ACCOMMODATIONS TO PARTICIPATE ARE REQUESTED TO CALL (*INSERT NAME AND NUMBER*) TEN TO FOURTEEN WORKING DAYS IN ADVANCE OF THE MEETING DATE. Users are then responsible for providing, and if necessary paying for, qualified interpreters upon request, to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting. The Library can also provide assistive listening devices. Users are also requested to notify the Library of any such accommodations during regular business hours and at least five working days prior to the event.

C. GENERAL RULES AND REGULATIONS

1. Use of the meeting rooms may not interfere with the normal operation of the Library.
2. Chairs and tables are available for use and need to be set up by the group. Library staff will not be made available to change the room arrangement or to provide support services such as carrying equipment or materials into or around the Library, operating audio-visual equipment, making photocopies or handling attendee registrations for a scheduled meeting.
3. Smoking is not permitted.
4. Alcoholic beverages are allowed provided the applicant has filed the Alcohol in the Library Policy application and been approved by the Library Board of Trustees. This application should be presented at least one month in advance to allow consideration at the next Library Board of Trustees Meeting.

5. No cooking or burning of candles will be allowed in the meeting room except in Library controlled and sponsored events.
6. Refreshments may be served in the meeting room only upon approval by the Administrative Librarian. Clean-up as well as garbage disposal will be required by the group.
7. The meeting room should be left in a clean and orderly condition. All refuse and debris should be placed in the disposal containers provided.
8. The Library can furnish: projection screen(s); connected laptop PC; DVD; and connections for your tablet or smart phone. Any equipment not specified above, must be provided by the group making the application. The Library does not guarantee the ability to connect your equipment to our audio-visual setup.
9. The Library is not responsible for equipment, supplies, materials, or personal possessions owned by those sponsoring or attending a meeting or activity.
10. The Library will not provide storage for equipment or supplies for groups using the meeting room.
11. The person signing the application form and the persons using the meeting rooms shall be responsible for the willful or accidental damage of the Library building, grounds, or equipment. The person signing the application form and the organization using the meeting room is responsible for the prompt reimbursement to the Library for any damage to Library furniture, equipment or materials.
12. The person signing the application and any group or persons using the meeting rooms must indemnify and hold harmless the Frankfort Public Library District, its Board of Trustees and all Library staff for any and all accidents which may occur on Library premises.
13. If children are present they must be under adequate and proper supervision at all times as indicated in the Unattended Children Policy.
14. Nothing may be attached or applied to the walls or ceiling of the meeting room. Modifications of electrical units or any substantial changes to the Library building or grounds are not permitted.

D. PROHIBITED USES AND ACTIVITIES

The meeting room will not be available to any group for the following:

1. Gambling activities unrelated to fundraising activity.
2. Any activity which would materially and substantially interfere with proper functions of the Library, such as excessive noise, a safety hazard or a security risk.
3. Benefits for private individuals.
4. Improper use of copyrighted material is not allowed or condoned.

E. APPLICATION FOR USE

1. Written application for the use of the meeting room shall be made on the approved form of the Frankfort Public Library District by a qualified officer or representative of the group, who is over the age of 18. The applicant must be present at the meeting as the party responsible for the group.
2. The Administrative Librarian will have complete administrative responsibility for approval of applications and scheduling of programs.
3. Meetings may be scheduled for three (3) months in advance. Groups planning a series of meetings must present a schedule of meetings at the time of application. The application must be fully annotated for each date and time. No group may use the meeting rooms more than four (4) days per month with the exception of Library related groups.
4. No group may use the meeting room for more than three (3) hours per reservation with the exception of Library related groups.
5. Applicants must provide a contact name and phone number that the Library can give out to the public for referrals.

6. The use of the meeting rooms shall be scheduled in order of priority, receipt of reservation fees and then by date of application.
7. The Library reserves the right to require any group to change its approved schedule to another date. Notice will be given to the person signing the application.
8. Authorization to use the meeting room is not transferable to another organization.
9. The Administrative office must be notified immediately if a meeting is canceled.
10. In the event of an emergency closing of the Library, all reservations are automatically canceled. Library staff will attempt to inform the contact person of the closing. Applicants may also call the Library to hear a recorded message announcing an unexpected closing.

F. USE AND CARE OF AUDIO-VISUAL EQUIPMENT

1. Organizations must provide one person to be responsible for use of the A/V equipment.
2. Designated person must contact the Adult Service Librarians to arrange an appointment to learn to setup, operate and lock up the A/V equipment.
3. Designated person must also learn how to setup and operate any equipment that the organization is bringing with them.
4. FPLD personnel are not available to assist with A/V equipment during use.

G. MEETING ROOM FEES & DEPOSITS

1. The Fee Schedule is determined by type of organization placing the reservation:

Not-for-profit/Education/Government - In District	\$ 0.00
Not-for-profit/Education/Government - In District With Food	\$ 25.00
Not-for-profit/Education/Government - Out of District	\$ 25.00
For Profit organization – In District	\$ 75.00
For Profit organization – Out of District	\$100.00
2. **Reservation fees are due 48 hours prior to use of the room(s).**
3. The Library welcomes and appreciates monetary donations for the use of the meeting room.

H. PUBLICITY

1. Individuals and organizations reserving use of the meeting rooms are responsible for their own publicity.
2. All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state that the meeting is not sponsored by the Frankfort Public Library District.
3. The location of the Library may be publicized, but the Library's telephone number may not be used in the promotional material for any purpose.
4. The Library is not to be included as a source of further information.
5. The Library will not handle attendee registrations or take messages for non-Library sponsored program participants.
6. All promotional materials to be posted or distributed at the Library must be submitted to the Administrative Librarian for approval.

I. NON-COMPLIANCE

1. Users who fail to follow the regulations for use of the meeting rooms may be denied access to the meeting rooms.
2. Notification of users being denied use of the meeting rooms will be made as soon as possible after receipt of the application.
3. Users who have been denied permission to use the meeting rooms may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting. Written notice of that appeal and

Meeting Room Policy | 2016

all written documentation supporting that appeal must be delivered to the Library at least five (5) business days before the Board meeting.

This policy is not all-inclusive: approval of individual meeting situations not described here will be determined by the Administrative Librarian. Waiver of any prohibitions in this policy may be requested by written application directed to the Library Board of Trustees. The Board of Trustees of the Frankfort Public Library District will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.