

Meeting Room Policy

Scope of Policy			
<i>Scope:</i>	General Rules for Use of the Library Community Room and Conference Room	<i>Effective Date:</i>	Reviewed 12/14/2020

General Policy/Purpose
Marion Public Library meeting rooms are designed to accommodate a wide range of programs and uses relating to the library and matters of public or private interest. The Library Board of Trustees does not endorse any particular program or its content.

Provisions
<p>I. Meeting Room Hours</p> <p>Library meeting rooms and study rooms are available during hours the library is open unless special permission is granted by the Library Director.</p>
<p>II. General Rules Governing Use of the Meeting Rooms</p> <ol style="list-style-type: none">1. No admission or other kind of fee may be charged for any meetings or programs.2. Users may not offer items or services for sale, solicit orders for goods or services, or engage in other fundraising activities while on library premises (except for special events with prior approval from the Library Director).3. The library is a smoke-free facility.4. According to Chapter 45 of Marion Municipal Code, no alcohol can be served or consumed on the property unless the event is covered under a state issued liquor license.5. Any open flame is prohibited.6. Room capacities must be observed.7. The library is not responsible for loss or damage to the private property of individuals or organizations using meeting room facilities.8. Damage incurred to library property will be the responsibility of the group reserving the meeting rooms and costs will be billed accordingly.9. Public notices and advertising of meetings to be held in the meeting rooms are to refer to the location as the Community Room or the Conference Room, Marion Public Library. <u>Groups cannot list a library telephone number on any public announcement.</u> The group's advertising and promotional efforts must not imply that the library is a sponsor or a co-sponsor of its meeting. The library may not be used as an organization's mailing address or storage site. The library will not accept messages for groups using the meeting rooms.10. A group or organization using the meeting rooms is responsible for arranging the tables and chairs to suit its needs. All tables and chairs must be returned to the standard placement immediately after the event (a map of the room's standard setup can be found on the wall of the room). Rooms must be left in an acceptable condition with all personal property removed and trash placed in receptacles provided. Cleaning supplies are the responsibility of the user, but a vacuum can be made available. Routine vacuuming and general custodial services will be provided by the library if the room is left in an acceptable condition. If more than routine cleaning is necessary, the user group will be billed accordingly.11. Meeting rooms may not be reserved by an organization for their own membership purposes for more than one date during a month. Exceptions may be made at the discretion of library supervisors. While groups are not allowed to schedule meetings more than once a month, if a group calls in on the day they want to meet and a room is available, they may use it, even if they have already used a room that month.12. Materials may not be fastened to library floors, walls, white boards, or furniture.

13. The rooms are kept locked and users must check in at the Information Desk and notify staff when finished.
14. No group or organization may reassign use of the facility to another.

III. Catered Event Guidelines

- Meeting room users are responsible for arranging tables and chairs according to their needs. Linens, tableware, and table decorations are to be provided and set up by either caterers or meeting room users.
- Caterers are expected to remove everything they bring into the library. This includes all trash, empty containers, and unused materials. Unless other arrangements have been approved by an Information Desk staff person, this must be done immediately after the scheduled event.
- The kitchen and meeting rooms should be returned to their original setup. Counters, floors and sink may need to be cleaned.

IV. Room Capacities and Available Equipment

- Community Room – 185 chairs only/83 chairs with tables
- Conference Room – 12 chairs
- Restrooms are accessible from the lobby
- Kitchen, including a refrigerator, coffeemaker, hot water pot, microwave, sink
- Extra folding tables and chairs
- Dry-erase board
- Projection screen
- Podium
- Wireless internet
- Wi-Fi hotspot

V. Reservations

Reservations may be made at the Information Desk. Reservations will be taken in person, over the phone, or via email (info@marionpubliclibrary.org) and may be made up to three months in advance.

1. Meeting room will be held for 15 minutes past the reserved time. If the reserving group does not arrive within that window, the room can be released to another group.
2. The following equipment may be reserved on a first-come, first-served basis. Library staff will not be available to monitor/operate equipment for non-library meetings.
 - Television and DVD player
 - Data projector
 - Portable microphone
 - Easel (users provide paper and markers)
3. The library does not offer reservation reminders. It is the responsibility of the person who reserves a meeting room to call the Information Desk to confirm the reservation.
4. Library postings of programs to be held in the meeting rooms must be approved at the Information Desk per the Distribution and Display Policy.
5. Groups with rooms reserved are asked to contact the Information Desk to cancel a reservation if a room is no longer needed.