

# Meeting Room Policy

Scope of Policy			
<i>Scope:</i>	General Rules for Use of the Library Community Room, Conference Room, and Outdoor Reading Terrace	<i>Effective Date:</i>	Revised 10/10/2022

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><b>I. Meeting Room Hours</b></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 or Marketing and Special Events Manager.</p>
<p><b>II. General Rules Governing Use of the Meeting Rooms</b></p> <ol style="list-style-type: none"><li>1. No admission or other kind of entrance or admission fee may be charged for any meetings or programs.</li><li>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).</li><li>3. The library is a tobacco-free facility including vaping and electronic cigarettes.</li><li>4. No alcohol can be served or consumed on the property unless the event is covered under a state issued liquor license.</li><li>5. Any open flame is prohibited.</li><li>6. Room capacities must be observed.</li><li>7. The library is not responsible for loss or damage to the private property of individuals or organizations using meeting room facilities.</li><li>8. Damage incurred to library property will be the responsibility of the group reserving the meeting rooms and costs will be billed accordingly. Any unpaid damages or cleaning fees may result in a group or individual being barred from future room use until fees are paid.</li><li>9. Public notices and advertising of meetings to be held in the library should refer to the specific or designated meeting space. <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.</li><li>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 diagram of the room's standard setup can be found on the wall of each area). 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.</li><li>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 management. 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.</li></ol>

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 Reference 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 a Reference Desk staff person, this must be done immediately after the scheduled event.
- The meeting rooms should be returned to their original setup. Counters, floors and sinks may need to be cleaned.

### IV. Rooms and Available Equipment

The following areas are available for use by individuals and groups when not being used for library programs or events. Please see the online reservation system for room fees, configuration, amenities, and schedule availability.

- Community Room
- Board Room
- Youth Program Room
- Teen Program Room
- Outdoor Reading Terrace

The following equipment may be utilized in meeting rooms depending upon which room is reserved. Library staff will not be available to monitor or operate equipment for non-library meetings.

- Extra tables and chairs
- Data projector with dropdown screen and/or video monitor with HDMI connectivity (depending on room)
- Portable microphone (community room only)
- Dry-erase board (depending on room)
- Podium (movable)
- Wireless internet

### V. Reservations

Reservations may be made online or at the Reference Desk on the second floor. Reservations will be taken in person, over the phone, or via email ([info@marionpubliclibrary.org](mailto: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 library offers reservation reminders via email. The person who reserves a meeting room may also call the Reference Desk to confirm the reservation.
3. Library postings of programs to be held in the meeting rooms must be approved at the Reference Desk per the Distribution and Display Policy.
4. Groups with rooms reserved are asked to contact the Reference Desk to cancel the reservation if a room is no longer needed.