

## **BELLAIRE PUBLIC LIBRARY** **MEETING ROOM POLICY**

The Bellaire Public Library's Meeting Room ("Meeting Room") is available for use by the Bellaire Public Library ("Library") for its programs, and individuals and community organizations for educational, cultural and civic programs, including, but not limited to, discussion groups, lectures, civic committee meetings and small group discussions that are open to the public. The Meeting Room may not be used for sales, commercial, or profit-making purposes. Use of the Meeting Room by individuals and community organizations does not constitute an endorsement by Library Trustees or staff of the viewpoints of the meetings or Meeting Room users. This policy does not apply to meetings or use of the Meeting Room by the Library or programs sponsored or co-sponsored by the Library.

### **USE OF MEETING ROOM**

**Capacity:** The maximum capacity of the Meeting Room is thirty-two (32) persons.

**Time:** The Meeting Room may be used during regular Library hours for no more than four (4) hours. Activities must end at least fifteen (15) minutes prior to closing time.

**Application:** A Meeting Room Application must be completed to reserve the Meeting Room. The planned activity may not be publicized or promoted until the Library Director has approved such use in writing.

**Approvals:** Approval shall be at the sole discretion of the Library Director.

**Reservation of Meeting Room:** Reservations shall be on a first come, first serve basis. The Meeting Room may be reserved up to two (2) months in advance of use. The Meeting Room may be used for up to two (2) meetings per month.

**Patron Responsibilities Policy:** Meeting Room users agree to abide by the terms and conditions of this policy.

**Scheduling Conflicts:** Every effort will be made to avoid scheduling Library events that conflict with previously scheduled use of the Meeting Room. In the event a conflict arises, Library use will supersede public use.

**Fees/Donations:** No donations and/or fees of any kind may be solicited or collected in conjunction with any Meeting Room use. Sales and/or any business that is entrepreneurial in nature or intended to realize a profit is prohibited.

**Cancellations & “No-Shows”:** If an event/activity must be cancelled the individual signing the Application must give notice to the Library Director of such cancellation at least one (1) day prior to the event. If the activity does not commence within thirty (30) minutes of the time reserved, the Library reserves the right to cancel the activity and allow another use of the room.

**Publicity:** All publicity materials must accompany the Application for Meeting Room use. The Library telephone number may not be used as a contact number in publicity materials or any other communications relating to the event. Posting of any such materials shall be at the discretion of the Library Director. Publicity materials must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by the Library, its Trustees, and/or staff.

**No Interference with Library Operations:** Meeting Room use may not interfere with the Library’s operation or disturb other Library users.

**Accessibility:** *The Meeting Room door shall remain open at all times.*

**Equipment:** The Library is not responsible for connecting or troubleshooting personal computers, electronic, communication or any other equipment used during the activity or materials or equipment left in the Meeting Room or in the Library after the activity has ended.

**Refreshments:** Light refreshments may be served in the Meeting Room. All related supplies and equipment must be provided by Meeting Room users. Alcoholic beverages are not allowed.

**Minors:** Minors must be supervised by an adult (at least 21 years of age) or adults with a ratio of at least one adult per ten (10) minors.

**Assignment of Reservation:** Individuals and organizations may not assign their Meeting Room reservation to other individuals or organizations.

**Damages:** The Meeting Room must be returned to its original condition, neat, clean, and undamaged. Costs incurred by the Library to clean and/or repair any Library equipment, furniture, the Meeting Room, or Library shall be the responsibility of the individual who signed the Application and, if applicable, the organization represented.

**Room Set Up:** Individuals and organizations using the Meeting Room are responsible for room set up and take down. Furnishings and equipment must be returned to the locations in which they were found, or placed according to specific instructions provided by Library staff. Garbage must be removed by the Meeting Room user(s).

**Printed Materials:** Printed brochures, literature and/or any other materials at the activity shall not be distributed to Library patrons not attending the activity. Printed materials shall not be left on Library property without the prior approval of the Library Director.

**Storage:** The Library cannot provide storage space for materials or equipment between meetings. Items left in the Meeting Room will be removed to Lost and Found or discarded.

**Library Staff:** Library staff may attend or observe any and all activities in the Meeting Room at any time. Library staff cannot assist with registration or answer questions concerning any Meeting Room activities.

**Appeal of Library Director Decision:** Authorization to use the Meeting Room may be revoked by the Library Director upon violation of any Policy, rule or procedure. A written appeal of the decision may be made by the complainant to the President of the Library Board of Trustees within ten (10) business days. The Library Board of Trustees will review the documentation and render its decision within sixty (60) days of receipt of the appeal.

Adopted: 02/17/2014

**BELLAIRE PUBLIC LIBRARY**  
**MEETING ROOM APPLICATION**

Name of Individual/Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Type of Activity Planned: \_\_\_\_\_

Date and Time of Meeting: \_\_\_\_\_

Person Applying: \_\_\_\_\_ Position within Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Expected Number Attending (maximum capacity - 32): \_\_\_\_\_

Refreshments to be served: \_\_\_ Yes \_\_\_ No Please note: Alcohol is prohibited.

I have read and agree to the terms and conditions included in the attached Meeting Room policy. Any and all written materials that will be used to promote the meeting/activity shall be provided to the Library Director with this application. I understand and agree that the individual(s) and/or organization reserving the Meeting Room: are responsible for returning the Meeting Room to a clean and orderly condition; removing all garbage; are responsible for any and all damages related to its use of the Meeting Room; and agree to reimburse the library for any and all costs incurred to clean and/or repair such damage(s). The library shall not be responsible for any loss or damages incurred by individuals attending the meeting/activity. Individuals and organizations using the Meeting Room agree to and shall indemnify, defend and hold harmless the Bellaire Public Library and its appointed officials, boards, committees, agents and employees (collectively, the "library and townships") against any and all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library and townships.

***Please note: the Meeting Room door shall remain open at all times.***

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE – LIBRARY ADMINISTRATION USE ONLY

Date Approved: \_\_\_\_\_

Library Director Signature: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_