

SCOTT COUNTY LIBRARY SYSTEM

MEETING ROOM USE

The branch libraries of the Scott County Library System are public institutions whose meeting room facilities are available to qualifying groups free of charge and on an equal opportunity basis. When there is a public benefit in an outside party being allowed to utilize library meeting rooms when such rooms are not being used for library, city or county purposes, then public use of them should be allowed. Other government, quasi-government and non-profit agencies with a public purpose shall be permitted to utilize library meeting rooms on a scheduled basis. Groups are not allowed to charge for admittance to meetings or to sell goods or services while using the library's meeting rooms.

Groups requesting use of the meeting rooms or libraries will be given consideration based upon the following priorities and the librarian's discretion. Branch Supervisors should call the Library Director and send a copy of the application if they are unable or unwilling to make the decision.

First Priority: library, county and city sponsored or co-sponsored programs.

Second Priority: meetings of non-profit, educational, cultural, civic, political, professional or other not-for-profit organization with a public purpose

Third Priority: For-profit groups.

All meetings shall be open to the public free of charge. The library meeting rooms may not be used to sell products or services.

Procedure:

1. Reservations can be made over the phone; however, qualifying groups need to complete Meeting Room application form prior to the meeting. The application form must be completed annually, and when there are changes in the contact information. First and Second Priority Groups may apply for reservations up to one calendar year in advance beginning in November of the previous year. Third Priority groups may apply for reservations up to three months in advance. All groups are limited to two meetings per month unless approved by the Library Director. Study rooms

may not be reserved. They are always first come, first served and no application is required

2. If a question is raised as to the purpose or activity of any organization using the facilities, the Library Director shall make the decision whether to allow the activity. Organizations may appeal to the Library Board if dissatisfied with the decision of the Library Director.
3. Group retains upper portion of form (Policy). Application portion is kept on file.
4. The individual submitting the application on behalf of the group is responsible for care of the room and is expected to pay for any damage incurred within 30 days of the meeting.
5. **After-hours use of library facilities will be available for groups in the first priority. After-hour use of library meeting rooms requires the presence of library staff, City staff, County staff, or other designated staff. Staff will be responsible for the safety and security of the participants, the building, and the library materials.**
6. The applicant is to inform the library staff immediately of cancellations.
7. A supervising adult must be in charge and shall be present whenever a group of children uses the room. Exceptions can be made for study groups, clubs, etc. in the meeting rooms inside the building.
8. Light refreshments may be served. Alcohol and smoking are prohibited.
9. If there is a program with speakers, this information is to be noted on application for reference. Answers to inquiries regarding the program shall be the responsibility of the applicants.
10. Nothing may be fastened on meeting room walls.
11. The library will store materials for library sponsored programs only. Other groups may not store equipment or materials in the library unless prior arrangements have been made. The Scott County Library System does not assume responsibility for any items left on the premises.
12. Failure to observe any and all regulations shall result in the loss of meeting room privileges by the group.
13. A fee is not charged for meeting room use. Minor, occasional donations are accepted by local Friends of the Library for library purposes.

14. If the large meeting room is not currently in use, groups can apply to use the room on an ad-hoc basis. Such individuals/groups must fill out a meeting room application. Small meeting rooms may be used by the public if they are not being used without filling out an application.
15. Groups must remain in meeting room space and not be disruptive. Respectful Workplace policy rules apply.

October 2009