Meeting Room Policy

Monday, January 9, 2006

Meeting Room Policy

Approved by the Library Board January 5, 2006

PURPOSE

In keeping with the Library's mission to offer a welcoming place for community interactions, library meeting rooms are available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. Use of the library meeting rooms does not imply endorsement by the library staff or Library Board of the viewpoints presented.

POLICY

The Library Board encourages the widest possible use of the library meeting room by government agencies and nonprofit community groups as long as this use does not interfere with the normal functions of the library.

All meetings shall be open to the public.

The meeting room may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.

Groups may schedule use of the meeting room only during regular library hours.

Meeting Room bookings are subject to cancellation with two weeks notice if the room is needed for library programming.

Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy which allows performers at Orange Beach Public Library programs with pre-approval to sell sound recordings, videos and books related to their performance.

No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the Library co-sponsors the program.

Smoking is not permitted in the library or its meeting room.

There is no charge to use the library meeting room. However, users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

Reservations

Groups interested in using the Library meeting room may do so by contacting the library in person or by telephone to request reservation of the meeting room. Groups will need to provide the name of the group, the nature of the meeting, the name and contact number for an authorized adult representative of the group. By providing this information the group agrees that the General Rules and Regulations Regarding Meeting Room Use has been read and understood.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

Meeting rooms are scheduled on a first come, first served basis.

Reservations may be made no more than six months in advance. However, the Library does reserve the right to cancel a scheduled meeting with 2 weeks notice if the room is needed for library programming. The Library will make every effort to avoid a cancellation but does reserve that right.

Library staff should be notified in advance of cancellations.

CONDITIONS OF USE

Schedule

Meetings must be held during regular library hours.

Meetings must end on time so the room can be cleared or prepared for other

meetings. All meetings must end 15 minutes before closing.

Open Meetings

Meetings must be free and open to the general public at all times.

ADA Requirements

Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

Sample statement for publicity:

If you need an interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization) one week in advance of program or meeting.

Food or Drink

Groups who use the library rooms may serve light refreshments (note: alcoholic beverages are prohibited).

The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or required extra cleanup.

Equipment and Media

Subject to availability, the following audiovisual equipment may be used in the Library meeting room: VCR/DVD player and TV, LCD projector and projection screen.

There is no charge for the use of the equipment. Equipment should be reserved at least one week in advance of the meeting. It is recommended that the equipment be reserved at the time the room is reserved. The library cannot provide operators for the equipment. If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment with appropriate library staff.

Internet/PC Use

The Library supports wireless Internet access throughout the library including the meeting room.

Signs

Signs, working papers or posters may not be attached to the walls of the meeting rooms.

Notice of public meetings at the Library may be posted on the Community Bulletin Board located in the lobby of the Library. Any additional signs or posters placed anywhere in the building must be approved by Library Administration or the Librarian-in-charge.