

## Meeting Room Policy

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### MEETING ROOM POLICY

The Sunflower County Library System welcomes the use of its public meeting room facilities, especially for cultural, civic, educational and public information meetings of interest to the citizens of Sunflower County. Policies governing the use of Library meeting spaces are made in accordance with *Article 6 of the Library Bill of Rights*:

**Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.**

Library-sponsored programs and library staff meetings or training programs will be given first priority in the use of Library meeting space. Library meeting room space will then be made available to groups, for-profit or non-profit, on a first-come, first-serve basis, subject the requirements below. All interested groups seeking clarification of these requirements should make inquiries to the Sunflower County Library System Director.

#### MEETING ROOM REQUIREMENTS:

1. All meetings must be open to the public and to the media.
2. Admission or membership-type fees may generally not be charged, nor may collections be taken up. Exceptions to this rule may include fees collected as tuition for educational courses taught by established public institutions or to recover the costs of materials used in library-sponsored programs.
3. For-profit organizations may use the Library's meeting room space to conduct business meetings, but not to sell items or to recruit new employees.
4. The Library's meeting room space is not to be used for social outings or official religious service functions, such as weddings, birthday parties, class reunions, funerals, prayer meetings, wedding receptions, etc.
5. All groups wishing to use the Library's meeting room space must abide by the specific procedures outlined below:

- The Library may deny use of meeting room facilities to any group that does not comply with the aforementioned rules and regulations.
- The Library reserves the right to relocate a group within the Library if circumstances warrant.
- The Library, its staff and Board of Trustees assume no personal liability for damage to or loss of property or personal injury suffered when using Library meeting room facilities.
- The fact that a group is permitted to meet at the public library in no way constitutes an endorsement of that group's objectives or beliefs.
- Individuals requesting quiet space for the day, small groups of students needing a place to discuss school assignments, or other library users requesting the use of a meeting room on an ad hoc basis, may be allowed to use the Library's meeting room space as these rooms and schedules permit for a one-time situation without the necessity of having a signed reservation form on file.
- The Sunflower County Library System's Board of Trustees shall be the final authority in granting or refusing permission for the use of the Library's public meeting rooms.

For more information concerning the use of the meeting room space in the various branch libraries, contact the branch library staff.

## **PROCEDURES AND REGULATIONS:**

1. Requests to use meeting room space in any branch of the Sunflower County Library System must be made through the branch(s) where the meeting(s) is to occur. Each branch location has different-sized meeting rooms and/or small conference spaces available (contact the branch staff if dimensional details are needed). Reservations will be made on a first-come, first-serve basis. Requests to reserve meeting room space must be made by an adult representative (i.e., person 18 years or older) from the requesting group. This individual must possess a valid Sunflower County Library System borrower's card (i.e., any fines on the card must be in the amount of \$3.00 or less). This representative must complete and submit a meeting room registration form, wherein they will agree to be responsible for the group's conduct and general use of the space.
2. Meeting rooms and small conference rooms are generally available for use during normal library open hours. However, some branches of the Sunflower County Library allow meeting room spaces to be used when the Library is closed (the local branch staff will have details). Persons using meeting room space at times when the Library is closed will generally be confined to that meeting room space and/or rest rooms. Use of the Library's telephone will generally not be made available to groups, so other arrangements should be made for after-hours telephone use in the unlikely event of an emergency, or for any other reason or purpose (e.g., bringing a personal cell phone).
3. No meeting may be scheduled for more than one year ahead of the meeting room requested. Please note that renewals of annual or other regularly-scheduled reservations are not automatic. An updated registration form must be submitted at least once each calendar year (January-December) - and may be requested of a group more often. If the name and/or phone number of the responsible party for an organization changes over the course of a calendar year, the form should be updated to reflect these changes. This group's registration information thereafter becomes public information. It should be expected that the names and phone numbers of those individuals who are listed as contact persons for a particular organization will be given out to patrons who express an interest in that particular group.

4. Groups wishing to use Library meeting room space on a regular (e.g., weekly, monthly) basis may request to do so on a first-come, first-serve basis, up to one year in advance. Representatives of those groups which meet on a regular basis (such as Junior Auxiliary or Scouts) should understand that a regular day of the week and/or time may not be assured and should be willing to accept the limitations of room availability. Every effort will be made to accommodate all such requests, but groups may be asked to limit their regular use of the Library's meeting room space if that group's regular use is deemed excessive to the point that other groups are constantly being denied access.
5. The adult leader or contact person, as listed on the registration form, will be held responsible for the conduct of the group. Meetings or classes held during regular library open hours must be conducted in low tones, being mindful and respectful of others using the Library at the same time. The leader will be assessed if damages to the building or library property occur during a meeting of the group they have agreed to represent and should expect that continued use of that space by that group will be denied.
6. Groups consisting of children (persons under the age of 18) must have adult supervision (i.e., someone 18 years or older) at all times when that group is actually using the public library meeting room space.
7. The room must be left in exactly the same condition as when entered (e.g., chairs stacked or arranged as before the meeting began) and the room must be left clean (i.e., any and all garbage carried outside the building and placed in the appropriate container or dumpster). **A janitorial fee of \$25.00 may be assessed if clean up and pick up activities are required of the Library staff after a meeting.**
8. Groups may serve refreshments. The library does not furnish coffee, cream/sugar, paper goods, or cleaning supplies. Branch staff will not be expected to serve or clean up. ). **A refundable janitorial deposit of \$25.00 is required to serve refreshments.** This deposit will be refunded if the clean up and pick up activities are not required of the Library staff after the meeting.
9. The Library generally does not offer porter service or group storage space. The Library assumes no responsibility for private property used or left behind in meeting room spaces. Materials found to have been left in meeting room spaces may be discarded after reasonable efforts made to return the property prove unsuccessful.

10. No furniture or equipment may be moved into or out of any meeting room space unless and until branch staff grants permission. After-hours public access computer use must be also obtained by the branch staff and may be denied if the security of this equipment or of the building in general would be compromised.
11. Smoking is not permitted in any part of the Library, including public restrooms. Smoking is only allowed outside all library buildings. Groups that violate this rule may be denied future use of the meeting room space.
12. Publicity for meetings to be held in public library branches should clearly identify the name of the sponsoring group, along with the date, time, library name and address, and the name and phone number of the person from whom an interested person may obtain more information. Permission to publicize meetings on-site (e.g., the posting of flyers, signs or posters within the Library or outside on Library property) must be obtained from the branch staff beforehand.
13. Library staff members will give out any information on meetings to be held in their branch that has been made available to them, but cannot be held responsible for knowing the details of random newspaper announcements and the like. Notify the Library immediately if your group is forced to cancel or change a meeting time.

SUNFLOWER COUNTY LIBRARY SYSTEM  
MEETING ROOM RESERVATION REQUEST

For Calendar Year \_\_\_\_\_

Organization Name (please do not abbreviate) \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

For Profit \_\_\_\_\_ Not for Profit \_\_\_\_\_ Non-Profit Tax ID Number \_\_\_\_\_

Number of Members \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Do you need any equipment for your meeting? \_\_\_\_\_

If yes, please specify the type needed: \_\_\_\_\_

Do you plan to provide and serve refreshments? \_\_\_ Yes \_\_\_ No

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address
City
State
Zip

Day Time Telephone Number : \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I have read the attached meeting room regulations and agree to comply with them.

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

Specific Meeting Dates	Specific Times of Meeting

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For Library Use Only

Deposit paid: \_\_\_ Yes \_\_\_ No \_\_\_ Not applicable

Verified by: \_\_\_\_\_  
Staff member signature and date