

MEETING ROOM POLICY

MERCER COUNTY PUBLIC LIBRARY

2011

Mercer County Public Library (MCPL) offers their Meeting Room for public use to our community organizations for gatherings of a civic, cultural, educational, intellectual, or charitable nature. Though the primary purpose of the Library's Meeting Room is for Library sponsored activities, when it is not in use by the Library, the room is available to community organizations with regard to the following guidelines and procedures.

General Guidelines and Procedures

1. "Community organization" is defined as groups such as Scout organizations, Habitat for Humanity, youth sport organizations, etc. The meeting room is NOT available for private, individual use such as parties, showers, receptions, business events, private conferences, etc.
2. The Library does not charge for the use of the Meeting Room. Organizations may not charge admission for any meeting held in the Library, nor may a donation be solicited. Registration fees sufficient to defray the direct cost of the activities of a group are allowed with prior approval of the Library Director (or designee). Fundraising activities, selling of products, solicitation of future business contacts, either direct or implied, or any other profit-making event will not be conducted in the Library Meeting Room.
3. All meetings must be open to the public and the media.
4. To reserve and use the Meeting Room, the following rules must be observed:
 - The organization's representative making the reservation must be 18 years old or older. The person completing the Registration Form for use of the Library's facilities and equipment is responsible for any damages to Library property. Damages should be reported to Library personnel as soon as possible. If a person other than the one completing the Registration Form is to be the responsible person for the actual meeting, the Registration Form must have this person's signature also.
 - The Registration Form must be completed prior to the time of each meeting. This form must be approved by the Library Director or Public Services Coordinator prior to the meeting.
 - The Meeting Room may be reserved 3 months in advance, first come, first served.
 - Organizations may use the Meeting Room once a month. Committees within an organization may also meet once a month.
 - Meeting Room designation (Meeting Room A, Meeting Room B, or Combined Room) will be assigned by Library staff based on number of expected attendees, as well as other room reservations and other reasonable considerations.
 - MCPL must be notified as soon as possible if a meeting is cancelled.
5. Meetings must begin during library hours. If meetings continue beyond library closing time, meeting must end by 9:00PM and the building cleared by 9:15PM. Meetings on Friday, Saturday, and Sunday will be held ONLY during library hours. Library hours: Mon-Thurs: 9AM-7:30PM, Fri & Sat: 9AM-5PM, Sunday: 1-5PM.
Scheduled reservation time must include time for set-up and take-down.
6. Meetings that end after MCPL is closed MUST exit through the EXTERIOR MEETING ROOM DOORS. The person that completed the Registration Form MUST make sure that the EXTERIOR MEETING ROOM DOORS are tightly closed and locked. Should there be any problems with door closings, the Library Director must be notified BEFORE the responsible person leaves MCPL property. Contact information is posted in Meeting Room.

7. The name and address of MCPL may NOT be used as the official address of any organization. It may only be used as a designation of location and time of a meeting. For publicity purposes, the name of the sponsoring organization must be clearly stated.
8. MCPL does not provide storage facilities for any organization.
9. Any group of persons under the age of 18 years must have an adult in supervision at all times. The adult sponsor must be in the room before the children arrive and must stay until ALL children have departed. One adult per every ten children is required.
10. Tobacco use or use of simulated smoking devices are not permitted anywhere in the Library. Alcoholic beverages are not permitted anywhere on Library premises.
11. General Equipment use: Chairs and tables are available for organizations' use; additional chairs and tables are in the Storage Room. A kitchen or kitchenette, as well as kitchen equipment is available for use by organizations. It must be noted that kitchens are available for warming and serving food. Cooking ingredients from their raw state is not allowed in the Library's kitchen facilities.
12. Technology Equipment: Available equipment includes media projector, screen for electronic presentation or DVD, and dry erase board. Use of this equipment must be designated on the Registration Form. Library staff will need to unlock media cabinet located in the kitchen. If two meetings are using the Meeting Rooms simultaneously, use of the media cabinet must be respectfully shared, creating as little inconvenience as possible for each group.
13. If library furnishings and equipment are rearranged, they must be returned to the previous arrangement.
14. Maximum number of people: chairs only in combined room – 90; chairs only in Mtg. Rm A - 55; chairs only in Mtg. B – 35. When tables and other equipment are added, seating limits are less. Numbers will depend on room configuration.
15. Service animals are allowed in the Meeting Room, but no other animals may be brought inside the building.
16. Requests for any exceptions must be approved by the Library Director. Decisions adverse to the group wishing to meet may be appealed to the Board of Trustees.
17. Meetings held in the Library's Meeting Room can not jeopardize the Library's position as a nonpolitical, nonsectarian organization. The fact that the organization is permitted to meet at the Library in no way constitutes an endorsement of the organization's objectives or beliefs by the Library Board of Trustees or the employees.
18. If any group violates any of the rules in this policy, the Library Director has the authority to immediately terminate the meeting and not allow the group to return.
19. In consideration for the use of a meeting room, each organization agrees to the following:
 - A. It will pay for all damage to library property resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its invitees.
 - B. It will hold harmless the Mercer County Public Library, its Board of Trustees, and its staff from and against any and all liability which may be imposed upon them, or any of them individually, for any injury to persons or property caused by that organization or any person in connection with its meeting.
 - C. It is understood that the Mercer County Public Library, its Board of Trustees, and its staff assume no responsibility whatever for any property placed in the library in connection with a meeting; and that the above named are hereby released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.

Approved by the Mercer County Public Library Board of Trustees 2/14/2011

**REGISTRATION FORM FOR MEETING ROOM USE
MERCER COUNTY PUBLIC LIBRARY**

Name of Organization _____

Meeting Date _____

Time of Meeting _____

Beginning Time (include setup)

Ending Time (include clean up)

Purpose/Activity of Meeting _____

Estimated Attendance: _____ (Please notify MCPL of significant changes.)

If Children, Number of Adult Sponsors (one per 10 children): _____

TECH Equipment needed: _____

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Signature and Title of person Agreeing to the Meeting Room Policy & completing this form:

I have been given a copy of the Meeting Room Policy, and agree to follow it, as well as assume responsibility for the room, its contents, and the behavior of any individuals in attendance.

X _____

Address _____ Phone: _____ (H) _____ (W)

If alternate person needed to accept responsibility for room, their signature and contact info:

Alternate's Signature: _____

Alternate's Address & Phone Number: _____

Office Use only

Library employee taking Registration Form: _____ Date: _____

Approved by: _____ Date: _____

Notification Date: _____