



Policy Name: **Use of Meeting Rooms in Blair Library**

I. Overview

The purpose of the Library's meeting rooms is to provide space for library programs and events, to fulfill the Library's role as a community center where the public can attend informational, educational, cultural and civic events, and to champion the principle of intellectual freedom by providing a forum for the exchange of ideas.

It is the policy of the Fayetteville Public Library to provide meeting room space to Fayetteville residents, governmental agencies, nonprofit groups and local businesses and associations. Permission to use a Library meeting room does not in any way constitute the Library's endorsement of the group or individual's policies or beliefs, and no claim to that effect may be used, explicitly or implicitly, in advertising. The Library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are represented. Groups, organizations and/or individuals wishing to partner with the Library for an event are encouraged to contact the Director of Operations.

Use of the Library's meeting rooms and other spaces must meet the policies approved by the Library's Board of Trustees; any activities that are inconsistent with these policies will be denied or terminated. This policy shall be administered by the Executive Director, or her/his designee(s), who is (are) authorized to make any exceptions to this policy when in the best interest of the public and the library. The Fayetteville Public Library and the Board of Trustees are not responsible for accidents, injury, or loss of individual property while using the meeting rooms.

II. Library rights and requirements

- a. The Library reserves the right to change or cancel reservations for meeting rooms. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible.
- b. The Library reserves the right to publish a list of meetings taking place in its meeting rooms, place a sign announcing the name of the group and the time it is meeting, move low attendance groups to a smaller, more appropriate room where applicable, and require changes in reservations due to conflicts with Library programs.
- c. The Library requires prior notice and approval for any needed assistance from Library staff.
- d. Library personnel will have open access to meeting rooms at all times. Failure to meet this requirement may cancel the meeting and shall be grounds for denial of future use of library meeting space.
- e. When the Library closes because of an electrical or heating/cooling equipment failure, power outage, or a weather-related emergency, all efforts will be made to notify organizations scheduled to use a meeting room. During adverse weather conditions, the group should check with the Library or local media for closing information.

III. Uses not permitted

- a. Commercial uses, e.g. bazaars, special benefit sales, retail sales and programs designed to promote the purchase of products or services.
- b. Fundraising events that do not directly support Fayetteville Public Library.
- c. Parties, e.g. birthdays, anniversaries, baby showers, weddings, play groups.
- d. Political rallies supporting or opposing a specific candidate.
- e. Meetings requiring or soliciting admission fee or donation.
- f. Meetings outside of library hours except with approval.

IV. Responsibilities of users

- a. Those using meeting rooms are responsible for maintaining order. Appropriate conduct is expected as a condition of room use.

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- b. Nothing may be affixed to walls, flooring, woodwork, ceiling or furniture.
- c. No alcoholic beverages except with prior approval. Sale of alcoholic beverages is prohibited.
- d. No lit candles, open flames or smoking.
- e. No use of auxiliary lighting or special equipment without prior approval.
- f. No blocking off windows, locking of meeting room doors or use of emergency exit doors for anything but their intended purpose.
- g. All meetings and set up for meetings must be held during Library hours unless prior authorization has been granted.
- h. Meetings must take place within the confines of the room.
- i. Entrances and exits must take place through the main library doors.
- j. No organization or group using the meeting rooms will discriminate on the basis of race, color, national origin, gender, religion, race, or handicapped status in the provision of service.
- k. Meeting room users must follow all applicable city codes.
- l. Abuse to a meeting room, to the Library building or to the contents of the Library may result in the termination of the privilege to use the Library's facilities. Matters of abuse may be defined as, but are not limited to:
 - i. Damage to the room, building or contents. The group using the room when the damage occurs, including the soiling of carpets, walls, furnishings etc, is responsible for the cost of repair, cleaning or replacement.
 - ii. Failure to follow guidelines for providing security while in the building.
 - iii. Failure to leave the room before or at closing time unless approval for after hours use was granted by Library Administration.
 - iv. Failure to leave the room or building in a neat and clean condition.
 - v. Failure to submit a signed "meeting completion" form at the end of the meeting or event.
 - vi. Failure to notify the Library of meeting time changes or cancellations.
 - vii. Excessive noise or activity which disturbs other Library patrons.
 - viii. Failure to pay assessed Library fees.
 - ix. Failure to adhere to Library policies.
- m. Failure to comply with this policy may result in denial of future use of the Library meeting rooms, financial liability for damages, and/or immediate removal from the meeting room.

V. Meeting rooms available

- **Willard and Pat Walker Community Room** (main level)
 - a. Accommodates a maximum of 198 adults seated lecture style.
 - b. There are 198 chairs and 24 folding tables available for use.
 - c. Light refreshments may be brought into this room with prior permission.
 - d. Cooking is not permitted.
 - e. Amenities include sink, refrigerator, oven, grand piano, lectern, portable stage, and console controlled lighting, shades, screen, document camera, LCD projector, standard definition and Blu-ray DVD players (Region One), CD and VHS players, surround sound and PA system with lectern microphone and six wireless microphones.
 - f. Room size is 50'-10" x 36'-0", the motorized screen is 12'w x 6.5'h widescreen format and the ceiling height is 12'2".
- **Ann Henry Board Room** (main level)
 - a. Accommodates 26 with 16 around a 20' x 5' table and 10 on the side.
 - b. Light refreshments may be brought into this room only with prior permission. All beverages must be placed on coasters provided by the Library.
 - c. Amenities include sink, projection screen, data projector with inputs in table and on wall, sound system for laptop or DVD player, and privacy shades.
- **Large Study Room** (on upper level): Accommodates 4-6 around a table. Only quiet activities permitted. No food or drink is permitted.
- **Terrace and other spaces** are available with approval by the Executive Director for special events.

VI. Charges for use of meeting rooms

- a. All groups using Library facilities are subject to the Library's meeting room fee structure.
- b. The Library reserves the right to charge a cleaning fee, deposit, and/or require liability insurance for use of its meeting rooms.

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- c. The Library reserves the right to charge for technical support; use of equipment; room set-up fees for layouts differing from those choices provided by the Library; and reservations cancelled less than 24 hours prior to the scheduled reservation.
- d. AV set-up fees do not imply nor does the Library accept any responsibility for the renters' proper use of or the condition of any AV equipment provided by the Library, such as a computer, projector, DVD, video and CD players, etc. The Library is not liable for any damage or loss of the renters' own software or hardware when used in a meeting room, nor is it responsible for the failure of the renter to operate any DVD, video, CD, computer program, etc. when using Library equipment.
- e. Use of the podium microphone is included in the room rental fee.

VII. Procedure for booking a meeting room

- a. Individuals booking rooms, with the exception of study rooms, must be at least 18 years old.
- b. Applicants must designate one individual as a contact person, who must have a valid and up-to-date Fayetteville Public Library card; exceptions may be made for governmental agencies. That person is responsible for scheduling and supervising the activities of the group and must present the library card before the meeting room is opened. Meeting rooms may be booked by calling the Library on Monday-Friday during operating hours or using the library's website. Applicants must complete required paperwork and make any required deposits or payments before a reservation is confirmed. The name of the authorizing individual, sponsoring organization and contact person are required at the time of booking.
- c. For optimal use of the library's AV systems, use of FPL equipment (including laptops) is recommended and available for use by paying the applicable fee. Please see Section V for a complete list of available equipment. Renters choosing to use their own laptops are still subject to the AV system fee for projector use, etc. It is the responsibility of these groups to request the equipment at the time the room is scheduled. Additional fees apply for equipment use. Charges for damaged equipment or software will be billed to the authorizing individual or sponsoring organization.
- d. . Advance booking is as follows:
 - i. Requests for up to nine (9) room reservations may be made up to 12 months in advance.
 - ii. Booking for the new calendar year opens to the public on October 1 of the preceding year with the following exception:
 - 1. Bookings for events to be held June through August in the Walker Community Room are not accepted until April of that year.
- e. The Library requires notification of cancellation no fewer than 24 hours in advance. A cancellation fee will apply if 24-hour notice is not provided. Two no-shows for reservations will result in the cancellation of all other meetings for the year.

VIII. Procedure for day of meeting

- a. Prior to the start of the meeting the group representative must check-in at the Library's Information Desk, show her/his library card and sign a "meeting attendance" form.
- b. Groups must use the room for the purpose stated on the booking form. Any changes must be reported to the Library 24-hours prior to the reservation date. Occupancy may not exceed the stated limit.
- c. Room set-up changes cannot be accommodated on the day of the reservation. Room set-up must be requested and paid for (if applicable) at least 24-hours prior to reservation date.
- d. When meetings are finished, rooms must be returned to their pre-meeting condition, i.e. neat, clean, and with tables and chairs as originally laid out.
- e. Meeting rooms must be vacated ten minutes before Library closing time unless prior arrangements have been made. All room straightening and clean-up must be completed prior to Library closing time. Additional fees may apply for extra staff time.
- f. The group representative must check out at the front desk at the end of each meeting and report any damage to the room carpet, doors, furniture or equipment, etc. A Library staff member will inspect the room for cleanliness and damage.

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