

Public Meeting Room Policy

Board of Trustees

I. GENERAL POLICY

A. The Library welcomes the use of its meeting rooms for socially useful and cultural activities and for discussion of current public questions. These meeting rooms are available on equitable terms to all groups in the community regardless of the beliefs, or affiliations of their members, provided that the meetings are open to the public.

B. Meeting rooms and venues may be reserved *without charge* during regular Library hours by individuals, not-for-profit organizations, or other groups, provided their purpose in using the room is not personal, promotional, or for monetary gain. Weddings, family reunions, and customer service seminars are not considered to be community events.

All meetings held under this section of the Board's policy are to be free of charge and open to the public.

C. Meeting Rooms may be rented during, or after regular Library hours by individuals, not-for profit organizations, or commercial groups, provided the attached fee(s) is/are paid at least five (5) working days in advance of the scheduled use.

The full fee will be refundable if a group cancels its reservation more than 48 hours before the meeting is to take place. If the cancellation takes place within 48 hours of the time of the meeting, only 50% of the fee will be refundable.

D. Monetary transactions shall not take place in Library meeting rooms unless specifically approved by the Branch Manager or Library Director.

E. Library meeting rooms may not be reserved for any activity wherein the Library Director or Branch Manager believes an individual's health or safety may be at risk, or where there is a possibility that Library facilities may be damaged or defaced.

F. Library sponsorship may be given to any program or meeting for which the Library assumes responsibility or gives endorsement. Whether or not the Library cosponsors the event, neither the name nor the address of the Library may be used as the official address or headquarters of an unaffiliated organization meeting in the Library.

G. Groups meeting free of charge on Library premises during regular Library hours may find members of the public wish to attend their meeting. Such persons may be informed of the nature of the meeting, but may not be excluded, or discouraged, if they wish to remain.

H. The Library shall not provide storage, even temporarily, for the property of organizations meeting in the Library building.

I. Nothing may be fastened or affixed to the walls. Decorations, if any, must be pre-approved by the Library Director, or Branch Manager.

J. Only Library employees may authorize the movement of tables, chairs, and other Library furniture/equipment from one meeting room to another.

K. Closing time for regular meetings is fifteen minutes before the scheduled Library closing hour. Any group remaining in the meeting rooms after the Library closes (or after the scheduled time for the program to end if another group is waiting to use the room) shall not have the privilege of meeting in the Library for a period of one year.

L. Rulings of the Weber Fire Marshall as to the capacity of people in the rooms and other matters of safety shall be observed in all meetings. The seating capacity is as follows:

	Main Library	North Branch	Ogden Valley Branch	Pleasant Valley Branch	Southwest Branch
Activity Center				125	
Amphitheater				275+	
Auditorium	90	90	150	275	125
Black Box Theater				275	
Board Room	12		15	18	
Classroom	25				
Community Room			90		
Computer Lab	11				
Conference Room			15		
Study Room		9	6		

M. Food may be served in the auditorium and classroom of the Main Library; the auditorium of the North Branch; the black box theater, auditorium, board room, and activity center of the Pleasant Valley Branch; the auditorium of the Southwest Branch, and the auditorium and community room of the Ogden Valley Branch.

Refreshments shall not be served in other Library meeting rooms nor shall they be taken from meeting rooms where they are served. The Library reserves the right to prohibit refreshments at some types of events **and** to limit the area where refreshments may be served and consumed at various events.

The following may not be served in Library meeting rooms:

Punch or other drinks made from a commercial base that contains a dye (red, orange, green, etc.). These products cause furniture and carpet stains that cannot be removed, even with commercial cleaning.

N. The person who applies for use of a meeting room shall be responsible for discipline and reasonable care of the room, furnishings, and equipment.

Children should be supervised at all times in the meeting room area.

The applicant (See II, A) shall pay for any damage to Library property, including carpet and upholstery cleaning. Unpaid charges will be referred to the Ogden Credit Bureau for collection.

The sponsor of the meeting shall clear away any clutter or untidiness caused by the activities and clean any kitchen facilities used. Failure to comply shall result in denial of meeting room use for a period of one year.

Under no circumstances shall a group be allowed to use a Library meeting room if the group has not paid the Library for previous damage to meeting rooms, furnishings, or equipment.

O. Pianos are provided in some meeting rooms for the use and enjoyment of the community. They may be moved about the general area but may not be lifted onto, or off, the stage, as this causes them to go out of tune.

II. RESERVATIONS

A. Meeting room reservations shall require that a group representative (applicant) complete an "Application for Use of Meeting Rooms" form at least annually. This form shall require that the applicant give the name of the organization, the full name and address of the applicant, the time desired, the number of persons expected to attend, and the phone number of the person responsible for the meeting. This form shall be signed by the applicant before the meeting room(s) shall be opened.

B. Meeting rooms shall be assigned in order of receipt of reservation application, either in person, over the phone, or by mail.

C. Reservations and rentals shall be limited to twelve meetings per calendar year for each organization. Exceptions for special Library sponsored programs and other activities of limited duration shall be approved by the Library Director or Branch Manager.

D. Recurring reservations for a room shall not be accepted for more than three months at a time or for more than three months in advance.

E. Changes in plans will occur. However, reserved rooms should be canceled as soon as possible and not later than 48 hours before the scheduled time. Groups failing on more than one occasion in a twelve-month period to notify the Library of a cancellation shall be denied the use of the meeting rooms for a period of one year.

F. The Library reserves the right to cancel permission to use a meeting room at any time or to substitute facilities if conditions warrant.