

USE OF THE LIBRARY MEETING ROOMS

Pleasant Valley Free Library is aware of the need for meeting space for local groups. Making such accommodations available to the public is a service which the Library renders under conditions set by the Library Board. Permission to use a meeting room does not constitute an endorsement of a group's policies or beliefs nor will the library promote any events in the room.

Space, staff limitations, and library schedules necessarily require regulatory measures, which affect the use of the meeting rooms. These rules may be modified for official library functions when deemed appropriate.

Programs that are planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of the Program Room for Library purposes upon two (2) weeks notice to the organization which had requested that space.

Groups are allowed to sign up in increments of up to two hours. Rooms can also be used on a drop-in basis. Groups that intend to book the room on a monthly basis in perpetuity should have a conversation with the room coordinator regarding availability. Room bookings can be made by using the Reserve a Room feature online, calling, or checking in at the main desk. Preference will be given to groups with a majority of Pleasant Valley residents. Groups that reserve the room in advance and do not show twice may only be allowed last minute, rather than advance, bookings.

The use of a meeting room will be assigned by the Library Director in priority order to render use of the facility for the benefit of the greatest number of patrons. Priority for the use of the room will be given in the following order:

1. Library sponsored meetings or programs. (Meetings of the Library staff or programs in which Library staff or third parties hired by the Library make the presentations.)
2. Friends of the Library sponsored meetings or programs.
3. Non-profit organization sponsored meetings or programs.
4. Organizations engaged in educational, cultural, intellectual, civic, or charitable activities.
5. Residents of Pleasant Valley.
6. Other meetings or programs.

Use will be limited to a maximum of 40 people in the Community Room, under 15 in the Conference Room, 4 or less in the Study Room. Groups whose main membership is children may use the Project Room with special permission by the Children's Librarian. Those utilizing the Project Room need to fill out a permission form (Appendix I) as there are more regulations in the Children's Project Room. If a group reserves a meeting room which does not match the expected occupancy more than once, the group will only be allowed to reserve the space that matches their most recent occupancy rate. On Saturdays the two larger rooms cannot be reserved prior to the last two weeks of the previous month. The study room may be reserved on a weekly basis if short term.

The following is a list of regulations for use of any room:

- A designated member of the group shall supervise the meeting and be responsible for turning off the lights and assuring that the room is left clean and orderly. Groups are responsible for returning the tables and chairs back to their original location.
- Meeting rooms must be vacated by 10 minutes to closing. Groups who have been meeting in the library for a period of 6 months may ask to stay after closing, provided a Liability Form is on file.
- The organization shall be responsible for any damage to personal and/or Library property.
- No monetary profit shall be realized by any person or organization other than the Library as a result of the use of the room. No fee is charged for the use of the room, but donations are gratefully accepted. The Rooms may not be used for religious programs, sales promotions, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services.
- No cooking may be done or food served without approval of the Library Director. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
- Rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
- Meetings must be conducted in such a way as to not disturb Library operations.
- Use of audio-visual equipment must be arranged at time of reservation and someone from the group must be trained. No tech help is available at the time of the program.
- Library personnel will not move or rearrange heavy equipment.
- The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
- The applicant accepts liability for either damage to Library facilities or loss of Library property.
- The Library reserves the right to close due to adverse weather conditions and will attempt to notify the applicant.
- The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.

- Library personnel must have free access to the Rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with these regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.
- Simultaneous use of Library meeting room by more than one group is not permitted.
- The room should be kept free 15 minutes before and after a meeting.
- Approval by a majority of the trustees is required for any use which does not meet the above criteria.
- A person or group denied permission to use the meeting room may appeal such denial at the next regularly scheduled meeting of the Board of Library Trustees. The appeal must be submitted in writing in advance of the board meeting.
- The Library reserves the right to revoke permission to use library meeting rooms.
- The Patron Code of Conduct applies to all individuals using any of the meeting rooms.
- The Library is not responsible for any equipment or supplies owned by a group nor can storage be provided.
- Neither the name nor the address of the Pleasant Valley Library may be used as the official address or headquarters of an individual or organization.