



Northwest Regional Library System **Meeting Room Use Policy**

General Statement of Policy

The Northwest Regional Library System maintains meeting space in as many Library facilities as possible. Priority in the use of Library meeting rooms will be given to Library sponsored events and programs. When not required for Library use, meeting rooms may be made available to City, County, State, or Federal Government agencies or community groups for non-commercial purposes.

Meeting Room Use Guidelines

- a) Library meeting rooms are available at no charge to government agencies and nonprofit organizations for up to four (4) hours of use. For-profit businesses pay a fee of \$20 for up to four (4) hours of use. All groups, except government agencies, pay a fee of \$40 per reservation period exceeding four (4) hours. If the reservation period covers multiple days, the cost is \$40 per day.
- b) A security deposit of \$200 is required if food and/or beverages other than water are served. Alcohol is not permitted.
- c) Use of meeting room space shall be reserved and is subject to submittal of a *Meeting Room Application and Rental Agreement* which is available at any Northwest Regional Library System location or via the Library's website, www.nwrls.com. Applications must be submitted to the Library where the requested meeting room resides, at least three business days prior to the event. Payment (if applicable) must be made by cash or check at the time of submittal of the application. A meeting room is not considered reserved until the application is received, paid for (if applicable), approved, and confirmed by the Library.
- d) In order to ensure the Library has access to the meeting room when needed for Library programs and to make meeting rooms available to as many groups as possible, reservations for meeting room use will not be accepted more than two months in advance and there is a 12 use per year limit per group. Exceptions are made for organizations that are affiliated with or sponsored by the Library and/or Board of County Commissioners, or as approved by the Bay County Manager, Library Director, or designee.
- e) Activities in the Library's meeting rooms must be open to the general public, with the exception of certain City, County, State, or Federal Government meetings which are closed by operation of law.
- f) No admission fee, fund solicitation, or direct sales are permitted. Products or services may not be advertised, solicited, or sold in Library meeting rooms or on Library property. However, exceptions may be made by the Bay County Manager, Library Director or designee for Library programs or government or charitable sponsored events.
- g) Library meeting rooms will be available to groups on equal terms regardless of the beliefs or affiliation of those requesting their use. The Library does not necessarily endorse or accept the purpose, views, or policies of groups using Library facilities. Any announcement or publicity implying such endorsement is prohibited.
- h) Meeting space occupancy may not exceed that set forth by the Fire Marshall.
- i) While the Library will at all times protect the First Amendment rights of all persons as provided in the United States Constitution, restraint must be used to insure that normal Library uses are not disrupted. Noise making devices which disrupt meetings or presentations or other normal Library uses are prohibited on Library property. Any violation of this policy may result in the event being immediately cancelled and may cause the offending party to lose any rights to use the Library facilities in the future.

- j) Library facilities must be used for Library purposes or for the purposes described in the Meeting Room application. Persons who violate these policies may be asked to vacate and leave Library property in order to minimize disruption of other Library patrons and their use of Library facilities.
- k) The Library reserves the right to refuse use of the meeting room if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or is in any other way inconsistent with the terms and conditions of this policy or the *Customer Code of Conduct*.
- l) The person reserving the facility must be at least 18 years of age. Photo identification is required to reserve the Library meeting room. Damage to Library property will be the responsibility of the client using the room.
- m) Meeting Rooms may be used only during normal open hours of the Library, except as approved by the Bay County Manager, Library Director or designee. Any costs incurred as a result of the Library being open beyond normal operating hours is the responsibility of the group requesting use of the meeting room and must be paid in advance.
- n) Clients needing to cancel a reservation should notify the Library at the earliest possible opportunity so that the room may be made available to another group. Failure to do so may result in the loss of meeting room privileges.
- o) The Library and Bay County Board of County Commissioners do not assume liability for injury or damage to personal property which occurs as a result of actions of the client or participants at a scheduled event.

Meeting Room Setup & Breakdown Requirements

- a) The user (client) is responsible for setup and breakdown of room configurations.
- b) Some Libraries have projection equipment which may be used by the client. The client is responsible for set up, operation, and breakdown of their own equipment and equipment provided by the Library.
- c) Set up and breakdown times for all events must be included in the requested hours.
- d) Materials may not be affixed to the walls, ceilings, doors, windows, or projection screen.
- e) It is the responsibility of the user to insure that all deliveries, preparation, and cleanup are completed in accordance with procedures established by the Library, and that Library staff and services are not impacted or involved. It also is the user's responsibility to insure that all event attendees, including the host, guests, entertainment and catering staff have cleared the building by the agreed-upon time.
- f) Event equipment must be picked up as soon as possible after the event is completed. Arrangements are the responsibility of the client. The Library will not be responsible for equipment or items left after the event. The Library will not store equipment or materials for groups using the meeting room.
- g) The event space used by the client must be left in its original condition, and the furniture returned to its original position. The client will be held responsible for any damage or failure to restore the space and clean the area. Any such damage to the Library building, furnishings, equipment, or materials during the hours of the event will be assessed and charged to the client named on the agreement and will be due and payable before the client may be granted use of the facilities in the future.

Adopted May 1, 2007; revised August 19, 2014