

**YOUR HOME PUBLIC LIBRARY POLICY**

Policy #: 400-9

Effective Date: 06/09/2014

**OPERATIONS**  
**Meeting Rooms**

**STATEMENT:** Your Home Public Library will follow a policy for use of Meeting Rooms.

**PURPOSE:** To put down in writing the policy governing usage of the Meeting Rooms in Your Home Public Library.

**POLICY:** The primary purpose of the meeting room(s) at Your Home Public Library (YHPL) is for library activities, including programs and fundraising events presented by library staff, the Friends of Your Home Public Library and/or other organizations affiliated with YHPL.

1. Library meeting rooms are available on a limited basis to educational, cultural, civic, and governmental groups. Library activities will have priority. The library does not have the maintenance staff to support heavy use of the meeting space.
2. Meetings must not be disruptive to YHPL patrons or staff.
3. Use of meeting rooms does not imply the library's endorsement of the organization's beliefs or activities. Organizations may not imply that an event or meeting is sponsored, co-sponsored or endorsed by the library in any advertising or publicity. Except as a designation of location, the name of the library may not be used in any publicity related to the use of meeting rooms, nor may the library's telephone number be placed on any publicity.
4. Meetings may start no earlier than 15 minutes after the library opens and meeting space must be vacated 15 minutes before the library closes. Meeting rooms are not available when the library is closed.
5. Meeting rooms are scheduled on a first come, first serve basis.
6. Room bookings are subject to cancellation with a notice of two weeks if the room is needed for library programming. The library will make every effort to avoid a cancellation but does reserve that right.
7. Meeting room space is booked with Library Staff. The library reserves the right to limit the frequency with which a group uses the facilities.
8. There is no charge for meeting room use.
9. If the Library is closed due to weather or like emergency, the meeting room(s) will also be closed.
10. Your Home Public Library and the Village of Johnson City are not responsible for accidents, injury, or loss of personal property.

## RULES AND REGULATIONS:

1. No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees.
2. Rooms may not be engaged by outside organizations for profit-making, commercial or fund-raising purposes, or by individuals. No promotional materials to solicit business may be distributed at meetings.
3. Sale of merchandise is forbidden, except by performers at library-sponsored events with pre-approval to sell sound recordings, DVDs and books related to their performance.
4. Rooms may not be used for personal or family purposes (birthday parties, baby showers, etc.)
5. Your Home Public Library will not provide AV equipment, AV operators, tools or supplies.
6. Only light refreshments may be served (cookies, etc.) The group serving them is responsible for any clean up following the meeting.
7. No alcoholic beverages may be brought into, served, or consumed on Your Home Public Library's premises by outside organizations.
8. Smoking is not permitted, including e-cigarettes and vaporizers.
9. Room capacity limits must be observed - as determined by Village of Johnson City Fire Code.
10. Room(s) are to be used by either adults or youth groups with adult supervision (over the age of 18 years).
11. YHPL may elect to post programs from outside organizations on its programming calendar when it is appropriate and space allows. The organization must indicate their preference for an open or closed meeting on the Meeting Room Agreement Form (Attachment A). Therefore, the program will be open or closed to the public.

## RESPONSIBILITIES OF GROUPS/ORGANIZATIONS USING MEETING SPACE:

1. Room(s) set up and clean-up will be done by those persons reserving the room(s).
2. Room(s) must be left in a neat and clean condition.
3. All furniture and other items must be returned to the place in which it was found.
4. Payment for loss or damage to library property, including extra time spent by library staff to restore room to original condition, will be billed to the organization and group member designated on the Meeting Room(s) Agreement Form (Attachment A).
5. Publicity must clearly state the meeting is not sponsored by Your Home Public Library and the sponsoring group must be clearly identified. Use of the library's logo is not permitted.
6. Any group violating these guidelines may lose use of the Your Home Public Library meeting room(s) indefinitely.

## PROCEDURE FOR RESERVING MEETING ROOM SPACE:

1. Eligible groups may apply for use of Your Home Public Library meeting room(s) at the Circulation Desk or the Children's Room Desk, not more than two months ahead of the date specified.
2. An adult member of the requesting organization must fill out and sign a Meeting Room Agreement Form (Attachment A) in person. Once on file, the organization's representative may reserve a room by phone.
3. The Meeting Room Agreement Form (Attachment A) will be filed in the Meeting Room binder, found at the Circulation Desk.
4. The requested date will be entered in the Meeting Room calendar and regarded as confirmed.

Reviewed:

Revised:

*Adopted at the 06/09/2014 Your Home Public Library Board Meeting.*