

Meeting Room Policy

Policy Statement

The mission of the Van Buren District Library (“Library”) is to provide equitable access to a world of resources, reading, and lifelong learning. In keeping with this mission, the Library provides facilities for Library events as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this policy (“Policy”). The restrictions of this policy relating to applications and scheduling do not apply to Library-sponsored or co-sponsored events.

Regulations

1. Application and Scheduling of Meeting rooms

A. General Use

Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy (“Users”). The Meetings Rooms are available during regular Library hours. The Meeting Rooms may not be used for purely social events.

B. Specific Meeting rooms

The following are a list of specific meeting rooms or meeting areas (“Meeting rooms”). The regulations contained in this policy apply to all meeting rooms, unless otherwise specified.

i. Antwerp Sunshine Library: Community Room

Maximum capacity is 28 people. Tables and chairs are available for use. Meeting room occupants are responsible for arranging or setting-up the room.

ii. Antwerp Sunshine Library: Local History Room

Maximum capacity is seven (7) people. The available arrangement is conference style.

iii. Bangor Branch: Community Room

Maximum capacity is 23 people. Tables and chairs are available for use. Meeting room occupants are responsible for arranging or setting-up the room.

iv. Covert Branch: Community Room

Maximum capacity is 31 people. Tables and chairs are available for use. Meeting room occupants are responsible for arranging or setting-up the room.

v. Decatur Webster Memorial Library: Community Room

Maximum capacity is 60 people. This room is set up either (1) in a lecture style (chairs only) and can seat up to 60 people or (2) in a 12-table style (tables and chairs) that may seat four (4) people per table for a total of 60 people (3) in a conference style (chairs and tables) and can seat up to 24 people. Meeting room occupants may arrange the room in other configurations for a total of up to 60 people.

Meeting Room Policy

- vi. Decatur Webster Memorial Library: Meeting Room
Maximum capacity is 12 people. The available arrangement is conference style.
- vii. Decatur Webster Memorial Library: Study Room
Maximum capacity is two (2) people. The available arrangement is conference style. This room may be used by individuals aged 14 years and up (please see section D. sub-section i “Application Process” for further information).
- viii. Lawrence Branch: Community Room
Maximum capacity is 18 people. Tables and chairs are available for use. Meeting room occupants are responsible for arranging or setting-up the room.

C. Scheduling

- i. Applications shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract or agreement, with the Library having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the community.
- ii. The Library may ask users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
- iii. Non-Library sponsored or co-sponsored meetings and events will not be scheduled more than three months in advance. The Library will not accept reservations until the Library’s planned schedule of events and classes have been completed. The Library will not accept same day reservations.
- iv. The Library is responsible for scheduling use of the meeting rooms.
 - v. Each Non-Library sponsored or co-sponsored event shall be scheduled for a time any day not to exceed the Library’s regularly posted opening time and 15 minutes before the Library’s regular closing time, unless otherwise specifically permitted.
 - vi. No patron or group may use the meeting rooms more than twice per month unless specifically permitted by the Library director.

D. Application Process

- i. Any person 18 years or older, unless otherwise specified, may arrange to use a meeting room by contacting the Library branch where the meeting room is located via telephone or by visiting the branch in person. The Library will ask for the individual’s name, phone number, and age to verify compliance with this policy.
- ii. If you need to cancel the reservation, you must provide the Library 24 hours notice. The Library reserves the right to deny future use of the

Meeting Room Policy

meeting rooms to any patron or organization that fails to notify the Library of its intent not to utilize scheduled meeting room reservations.

2. General Guidelines Affecting All Library Meeting rooms

A. Smoking and Fire

No smoking, candles, matches or any other use of fire shall be permitted in the meeting rooms.

B. Use by Persons Under the Age of 18

Users of the meeting rooms must be under adequate supervision by adults 18 years of age or older. The reservation requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time and must supervise all minors at all times.

C. Tobacco, Marijuana, Alcohol, and Controlled Substances Prohibited

The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the meeting rooms.

D. Food and Beverages

Users of the meeting rooms may serve light refreshments, but only if approved by the Library at the time the user requests and receives permission to use the meeting rooms. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food. Users should be aware that there is no kitchen or sink available for use in many of the meeting rooms. If kitchen facilities are present in or near the requested meeting room, users must ask the Library for prior permission to use such facilities at the time the user requests and receives permission to use the meeting rooms. Users should also note any kitchen facilities or sinks may need to be utilized by the Library or Library staff during the users' scheduled meeting room reservation.

E. Disruption Prohibited

Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the meeting rooms.

F. Equipment Requests

Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.

G. Clean Up and Damage

It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future and an hourly cleaning rate of \$40.00 per hour with a \$40.00 minimum fee. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the

Meeting Room Policy

- Library closing time. Users shall pay for any actual damage to the meeting rooms.
- H. Library Policies
Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy
Users shall permit no more persons than is stated by occupancy requirements identified in Section 1. B above.
- J. No Solicitations, Raffles, or Contribution Requests
Users shall not sell tickets, raffles, or any products, objects or services or solicit contributions from persons located anywhere in the Library or on Library property. Sales of products or services that are incidental to Library activities may be permitted if approved in advance by the Library Director.
- K. Private Literature
Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Meeting rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library policy.
- L. Use of Walls and Other Surfaces
No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use
All activities in the meeting rooms must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges, or requests for donation.
- N. Room Access
Users may not enter the Library before opening hours or remain after the Library is closed. Users should allow adequate time to set up.
3. Library Disclaimer
- A. No Endorsement
Use of the meeting rooms does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Meeting rooms must state that *The Van Buren District Library does not sponsor or endorse this event.*
- B. Right to Cancel
If necessary, the Library reserves the right to cancel the use of the meeting room or move the meeting to a different meeting room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the users if the Library intends to cancel the use of the meeting room. In the event of inclement weather or

Meeting Room Policy

other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

C. Hold Harmless

The Van Buren District Library is released and held harmless from any and all claims for personal injury or property damage.

4. Violation and Appeal

The Library Director or the Director's designee may restrict access to Library facilities, including the Library meeting rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or events pursuant to this policy. If necessary, the local police may be called to intervene.

A. Incident Reports

Library Staff shall record in writing in the form of an incident report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an incident report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy and Suspension of Privileges

Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:

i. Initial Violation

Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

ii. Subsequent Violations

The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

i. Initial Violation

The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month

suspension of Library privileges. The incident report shall specify the nature of the violation.

ii. Subsequent Violations

The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement

The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.

E. Damages

If the user violates the policy by causing damage to Library property, the user shall be assessed the actual costs.

F. Right of Appeal

Users may appeal a decision in writing to the Library Director's designee within 10 working days of the date of the letter stating why Library privileges should be restored. The Library Director's designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's designee's decision by sending an appeal in writing to the Library Director within 10 business days. The Library Director will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the Chair of the Library Board within 10 business days. The decision of the Library Board is final.

Approved: November 26, 2019. Amended June 22, 2021. Amended July 27, 2021
Van Buren District Library Board of Trustees