

North Valley Public Library
MEETING ROOM USE POLICY

Approved by Library Board: 11/19/08

To go into effect beginning 1/1/09

Reviewed 12/06/2011

The North Valley Public Library Board of Trustees welcomes the use of the Library Community Room by organizations engaged in educational, cultural, intellectual or charitable activities. Usage of the library by any group does not constitute an endorsement of the group's policies or their beliefs by the Library Board or Staff. Library meetings and programs, such as Children's programs, have scheduling priority over all other types of gatherings. Friends of the North Valley Public Library have priority over other outside groups.

Eligible Meeting Room Users

All meetings held at the library must be open and accessible to any member of the public.

- The Library Community Room shall not be used for religious services.
- The Library Community Room may be used for general political purposes, such as information sharing, organizational meetings, election issues, or candidate forums, and will be available on a non-discriminatory, equal-access basis.
- The Library Community Room shall not be used for the purpose of assisting the campaign for election of any persons to any office, or for the promotion or opposition of any ballot issue.
- No private parties such as wedding showers, birthday parties, etc. will be allowed.

The Library Board shall have the authority to deny a meeting if it is deemed inappropriate to the mission of the Library as advised by the Library Director.

Examples of what could be considered inappropriate are:

- Activities which could be harmful or dangerous to the health and safety of presenters, participants, attendees, library patrons and staff.
- Activities that might cause harm to the building and/or contents
- Activities that could be harmful to minors, if minors are allowed to participate.
- Disorderly behaviors or noise levels that could be disruptive to the mission of the library
- Illegal activities
- Activities that for any reason may interfere with the regular operation of the library
- Activities that for any reason require too much space or too much security beyond the ability of the library to provide security.

Meetings held in the Library are subject to fire codes and occupancy load restrictions. The Library reserves the right to require insurance for any group that may pose a liability risk.

Meeting Room Description

The North Valley Public Library Community Room is accessible to people with disabilities. The maximum room occupancy is 49 persons. Tables and chairs are available. There are two public restrooms across the hall. The Community Room is adjacent to the main library which is a public space during operating hours.

Reservations

The meeting room may be reserved by outside groups, in person or by phone, up to three months in advance. Permission to use the meeting room will be granted on a first come, first served basis. At the time of booking the Library will need to know:

- The name and size of your group
- Names and phone numbers of contact persons
- The date and times you plan to use the space
- Any special requirements
- Whether there will be any income or profit

Community Room Agreement

An individual with each group must sign an agreement form prior to using the room (even if the reservation has been accepted by telephone.) The library must be notified immediately if there is any change in contact information. If the meeting ends after Library hours, that person will be responsible for securing the building according to the instructions provided and ensuring that the building is cleared of all individuals. The contact person must be the last to leave the building.

Notification of Cancellation

The conference room is in demand, both for Library activities and for community use. You must notify the Library if your group cancels a scheduled meeting so it can be made available to others. Failure to do so will result in loss of use privileges.

Use of the Community Room When the Library is Closed

The Community Room is available for public use after library hours. If your program is after hours, you must come to the library during regular business

hours to sign out a key and to sign the agreement form that allows access. The key must be returned in the library book drop immediately following the meeting. There will be a fee for any keys not returned promptly after the meeting.

Costs

There is no fee for the use of the Community Room by local non-profit organizations. However, the library requests a donation for each use of the room to help defray our utility expenses. Individuals or organizations that use the meeting room for business purposes are required to donate 10% of any profits resulting from admission fees or sale of goods or services to the library for use of the meeting room space.

Publicity

Any publicity prepared by an organization about its use of the library must

- carry the name of the organization and
- *may not* identify the Library as a sponsor and
- must state that the views of the organization are not necessarily those of the Library.

The Library name and address as the meeting place may be used and must be given as "North Valley Public Library, 208 Main St., Stevensville". The Library telephone number may not be used as a contact for the meeting. Library staff will not be responsible to handle registrations or to answer questions concerning the organization's use of the Library community room.

Furniture Arrangement

Each group is responsible for the furniture arrangements needed for their meeting. Available furniture includes couches, chairs, tables and a coffee table. Please remember to schedule sufficient time to arrange the room and clean-up afterwards. Clean-up is the responsibility of the group using the meeting room. There will be a charge if additional cleaning is necessary.

Smoking and alcohol

Smoking is not permitted in the meeting room or in the building. Alcohol is not permitted anywhere within the Library building or on the premises.

Telephone

There is a no telephone in the Community Room. Groups or individuals using the room must have a mobile phone available in case of emergency.

Refreshments

Refreshments are permitted in the Community Room. Only food not requiring cooking on the premises may be served. Clean-up is the responsibility of the group. Any damage, breakage or food spillage by the organization using the facilities, must be compensated for within 30 days at replacement cost, labor cost, or both. A bill will be sent to the presiding officer of the group or the person who registered to use the room.

Storage

The Library does not provide storage for the property of organizations or individuals meeting in the Community Room and does not accept responsibility for materials that are lost or damaged.

Restrictions

- Misuse of Library property could result in immediate suspension of privileges to hold further meetings.
- Violators may be assessed a damage fee in addition to suspension of privileges.
- Groups using the Library shall not do anything to disturb any patron of the Library.
- Persons attending the meeting shall not solicit a patron of the Library for any purpose nor distribute any material to those not attending the meeting.
- The Library Board of Trustees has given the Library Director the authority to supervise the use of the Community Room and interpret this policy.
- The Director shall have the right to waive the regulations whenever it is in the best interest of the Library or the community and to cancel further use of the Library facilities for any organization that does not follow the above regulations.