

## **Morgan County Public Library Meeting Room Policy**

Meeting rooms of the Morgan County Public Library shall be available on a first-reserved basis to Morgan County nonprofit organizations and local units of government on equal terms regardless of race, sex, sexual orientation, color, religion, disability, ancestry, national origin, place of birth, age, or political expression. All use of a meeting room is subject to the approval of the Director or designated staff as to the availability of the room, the time and purpose of the meeting.

The Library does not endorse the views of any group using the meeting rooms. A group may not use the Library logo in any form, or identify or imply that the Library is a sponsor.

This policy is for use of the Library for outside groups and does not apply to Library programs, Library-sponsored programs, or approved use by MCPL-affiliated groups. Use of meeting rooms for Library programs and Library affiliated-programs takes precedence over use by outside groups.

Groups using a meeting room may not charge admission, ask for donations, or sell items or memberships on the premises without prior approval of the Director.

Groups showing copyrighted movies in the Library are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home.

Each organization using a meeting room assumes the full responsibility for any damages incurred resulting from the use of the room and its facilities.

The adult that reserves the room, either online or in-house, assumes the responsibility of seeing that the facilities are properly cared for, that cleanliness is maintained, and that the room is returned to its original order. Failure to do so will result in revocation of meeting room privileges and assignment of costs to the adult who reserves the room.

Because of safety and legal regulations, the following rules apply to meeting room use:

- smoking and alcoholic beverages are prohibited
- no form of gambling is permitted
- all children/teen functions must be adequately supervised by an adult
- meeting rooms are available only during hours the Library is open to the public

The public is welcome at all meetings, unless the reserving group has noted otherwise in the reservation. The Library reserves the right to:

- Share the contact information of any individual/organization that books a meeting room, if a request is made by a member of the public.
- Preempt or reschedule meetings when the Library needs the meeting room space.
- Refuse or discontinue any use which is disruptive to the normal operation of the Library, destructive to the building or equipment, fails to follow the Library's Patron Behavior Policy, or if information is falsified on the meeting room application.
- Allow staff to enter any meeting room to ensure adherence to Library policies and to ask groups to vacate the building before Library closing.
- Cancel scheduled meeting room use when Library policy has been or will be violated.

The meeting room at the Main branch accommodates 96 persons seated audience-style or 60 persons seated classroom-style, but there must be a minimum of 10 expected attendees to book the full room. The room is equipped with a large whiteboard, a projector and screen with laptop hook-up, wireless internet access and a kitchen.

There are three study rooms at the Main branch, which can accommodate up to 6 people. Two of the rooms may be reserved in advance for up to two hours of use. The third room is available on a first-come basis.

The meeting room at the Monrovia branch can accommodate up to 50 persons, but there must be a minimum of 10 expected attendees to book the room. The room is equipped with a TV and DVD player, access to a full kitchen, and wireless internet access. This location may be booked for private parties, baby showers, and other small events for a fee. This fee must be paid at the time the room is reserved.

The meeting room at the Waverly branch can accommodate up to 15 persons, but there must be a minimum of 4 expected attendees to book the room. It is used daily as a study room, where it is available on a first-come basis. It is equipped with a whiteboard, a TV and DVD player, and wireless internet access.

The Brooklyn and Morgantown Branches have meeting areas that are not enclosed. This may limit the type of meetings held there due to noise levels.

Reservations may be made no more than 3 months in advance. However, the Library reserves the right to change or cancel reservations in the case of an emergency or for Library-sponsored programs.

Due to limited space, reservations may not be made for on-going weekly or daily meetings. However, groups may check the availability of a meeting room one day ahead of their meeting and reserve the room at that time if it is available. Exceptions may be granted for a limited period with the approval of the Director or designated staff.

Any exception to the above policy requires the approval of the Library Director or designated staff.