

# PARCHMENT COMMUNITY LIBRARY

## MEETING ROOM AND GALLERY SPACE POLICY

1. The Library Director has the final authority to decide if any group may use the meeting room, using the criteria below.
2. These tax-supported facilities may be used only by groups whose membership is open to all without restriction based on race, color, religion, national origin, age, gender height, weight, or marital status.
3. Library use of meeting rooms takes precedence over all other uses. If the Director should find it necessary to cancel a scheduled activity, a notice shall be posted and library staff will notify a contact person in the organization whose activity was cancelled. In the event of inclement weather, the Library's closing policy will apply.
4. The meeting rooms may be reserved for use by local educational, civic, cultural, community, nonprofit, or governmental groups. Local business use is permissible when no selling, solicitation, or order-taking occurs. Local is defined as a Parchment Library District-based organization or one with a significant Parchment Library District membership.
5. Religious groups may use the meeting rooms for non-sectarian or interdenominational meetings or programs of an educational nature. Political groups may use the meeting rooms for non-partisan or bi-partisan programs of an educational nature. Granting use of the facilities does not imply approval by the Library of the group, the meeting, or the ideas presented at the meeting.
6. Artists or groups of artists may use the gallery space for art shows. Upon request, artists must submit representative samples of the works to be displayed when the Library Director considers the application for use of the gallery space. Artists are responsible for hanging and taking down the shows, gallery sitting, publicity, and any other activities associated with art shows. The gallery space cannot be opened to the public unless an attendant is present. Granting use of the facilities does not imply approval by the Library of the artist, art group, or the art works displayed.
7. Groups using the meeting rooms may not charge an admission fee. Users of the room may charge fees to cover the cost of consumable materials, providing financial profit is not the purpose of the activity.
8. Library facilities are not available for private parties or wedding receptions.

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Gambling is not allowed on Library property. Smoking, drinking of alcoholic beverages and use of illegal substances are not permitted on Library property.

9. The Library Director reserves the right to refuse use of the meeting rooms to groups because of noise, acts of vandalism, incitement to riot, or past misuse of facilities.
10. The Library Board reserves the right to waive, alter or amend the provisions and rules of this policy at its discretion.
11. The Library will not be responsible for any personal injury, loss or damage to any materials or objects belonging to anyone using the public meeting rooms or displaying works of art in the gallery space. Works of art should be insured by the artist or art group.

<b>RULES FOR USE</b>
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1. Reservations for all meeting rooms are taken at the Circulation Desk.
2. The meeting rooms may be reserved up to one year in advance and must be reserved at least a week in advance. Emergency use of meeting rooms is at the discretion of the Library Director. The gallery space may be reserved up to one year in advance and must be reserved at least a month in advance. The meeting rooms and the gallery space are not available on Sundays or holidays, except with the Director's permission.
3. The Local History Room may be used as a meeting room for up to eight people. The Local History Room may be reserved up to 90 days in advance. Tutors with students, as well as individuals, may use the room on a first-come, first-served basis, and do not need to fill out a reservation form. Those using the Local History Room must allow library staff and patrons free access at all times to the library materials stored in the room. Those using the Local History Room may use it up to one hour, and then must relinquish the room if others are waiting to use it.
4. An authorized representative of the group wishing to reserve a room must sign an application form. Requests for reservations for a single use of the meeting room may be made by telephone as long as the application form is signed by an authorized group representative one week prior to the usage of the room.

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Requests for reservations for more than one meeting, made on a space available basis, must be in writing and presented to the Library Director for approval.

5. All requests for use of the gallery space must be in writing and presented to the Library Director for approval.
6. Users of the meeting room should be aware that sound carries into the library. Doors to the meeting room should be closed and all activities must take place in the assigned meeting room. If complaints are received from library users; and if, after notification by the library staff, the noise continues, the group will be denied further use of the room.
7. Audio-visual equipment is available for use in the meetings rooms and should be reserved when the room reservation is made.
8. The user is responsible for all table and chair arrangements, and must return the furniture to its original arrangement at the conclusion of the meeting.
9. Light refreshments are permitted but no alcoholic beverages may be used. The Library does not furnish any equipment for food service. All rubbish must be removed from Library property.
10. The room must be left clean and in its original condition. If additional cleaning must be performed by the Library's janitor, the person signing the application form will be billed for the janitor's time.
11. The full responsibility for any loss or damage to Library property arising out of or in connection with the use of the meeting room or gallery space must be assumed by the organization and the person reserving the room. The bill for any loss or damage will be sent to the person signing the application form.

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12. Nothing may be affixed to the walls of the meeting room. Users of the gallery space must hang art works using the molding and hooks provided and must display three dimensional art works on the pedestals provided or on the floor.
13. Storage of equipment and materials by any groups is at the discretion of the Library Director.
14. The meeting rooms are available when the Library is open and are to be vacated 15 minutes before closing time.
15. The authorized representative is responsible for notifying the Library if the reserved room will not be used by the group.
16. The Library Staff is not responsible for taking reservations for events held by groups using the room or for notifying group members or event participants of cancellations of scheduled activities.
17. The authorized representative is responsible for providing for any special physical or communication needs that participants might require.

Adopted      April 11, 1989

Revised      October 10, 1990  
                June 9, 1992  
                December 8, 1992  
                October 11, 1994  
                November 14, 1995  
                March 14, 2000  
                July 22, 2008