

# Parchment Community Library

## Meeting Room Policy

The Parchment Community Library, as part of its mission of service, encourages community use of its meeting rooms.

### Meeting Rooms

1. **Veva Abrahamsen Local History Room:** The Local History Room, named in honor of the Library's founder and first librarian, is available for individuals or small groups of up to 8 attendees. 8 chairs and 1 7-ft table are available for use. Those using the Local History Room must allow free access at all times to the materials stored in the room.
2. **Paul R. Banner Community Room:** Honoring longtime Library Board President Paul Banner, the Community Room is available for groups of up to 50 attendees. 50 chairs, 10 6-ft tables, an overhead projector with wall screen, and a laptop are available for use.

### Eligible Groups

1. The Library Director has the final authority to decide if any group may use the meeting rooms, using the criteria below.
2. Meetings shall be for civic, cultural, recreational, or educational purposes.
3. The meeting rooms may be reserved for use by local professional, governmental, and any organized groups.
4. Local business use is permissible when no selling, solicitation or order-taking occurs. A fee will be charged for business use. The current rate is found on the Meeting Room Reservation Form.
5. 'Local' is defined as an organization based within the Parchment Library District or one with a significant membership of Parchment Library District residents.

### Availability

1. Library use of the meeting rooms takes precedence over all other uses.
2. The Library cannot guarantee that an individual or group can reserve or use the rooms on a regular, consistent basis.
3. The rooms shall be scheduled for meetings only during regular Library hours unless otherwise permitted by the Library Director.
4. The rooms shall be vacated 5 minutes before the Library closes.
5. Library facilities are not available for private social events such as parties, reunions, memorial services, or wedding receptions.
6. Any previously granted permission may be withdrawn at the discretion of the Library Director.

### Scheduling

1. Reservations are made on a first-come, first-served basis.
2. Reservations may be made in person, by phone, or through the Library's website.
3. To accommodate public demand for use of the rooms, no more than 1 meeting per month by any group is permitted unless an exception is granted by the Library Director.
4. **The Veva Abrahamsen Local History Room** may be reserved up to 1 week in advance. To maintain security, a current photo ID must be presented to schedule this room.

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5. **The Paul R. Banner Community Room** may be reserved up to 6 months in advance.

### General Rules

1. Those using a meeting room should return all furniture to its original configuration, leave the tables and chairs clean, and dispose of any trash before exiting the building.
2. In the **Paul R. Banner Community Room**, light refreshments are permitted and the coffee pot in the kitchen may be used. All other supplies and equipment in the kitchen are the property of the Library and shall not be used.
3. In the **Veva Abrahamsen Local History Room**, no food or drink is permitted.
4. The meeting rooms will not be unlocked until the scheduled start time of each event. Attendees who arrive early should not block the front entrance or hallway.
5. Users of the meeting rooms should speak quietly when on the main floor of the Library. All activities must take place in the assigned meeting room.
6. The cost for replacement or repair of Library property will be the responsibility of the individual or organization who made the reservation.
7. Groups using the meeting rooms must provide adequate adult supervision of the group and any attendee's children.
8. Gambling, smoking, vaping, drinking of alcoholic beverages, or use of illegal substances is not permitted on Library property.
9. Use of the Library's meeting rooms may not include selling or moneymaking enterprises except those that may be sponsored by the Library itself or the Friends of the Parchment Community Library. Other groups may charge fees only to recover the cost of consumable materials or instruction, provided financial profit is not the purpose of the activity.
10. Permission granted for the use of the meeting rooms does not imply an endorsement of the user or the user's beliefs by the Library Board or staff members, and no group or organization shall state or imply in its publicity that the Library sponsors or endorses the meeting, the group or organization, or any particular set of ideas. Groups or organizations may not use the Library's name or address as their own address or location.
11. Groups may not store materials at the Library unless granted permission to do so by the Library Director.
12. The Library reserves the right to refuse the use of the meeting rooms at any time, or to suspend or terminate future use of the meeting rooms by any individual or organization because of noise, damage, misuse, disruption, or failure to abide by this policy.

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**MEETING ROOM RESERVATION FORM**

Please fill out the application and return it to the Library.

Date(s) Needed: \_\_\_\_\_

Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

**Non-Profit** (no charge) –or- **For-profit** (\$30 per hour) [Circle one]

Purpose of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Contact person for the organization: \_\_\_\_\_

Phone number of contact person: \_\_\_\_\_

E-mail of contact person:  
\_\_\_\_\_

Is Audiovisual equipment needed? Projector/Screen \_\_\_\_\_ Laptop \_\_\_\_\_  
Staff assistance is available for initial setup only.

*I, the undersigned, have read the policy and rules for use of the meeting room and agree to comply with them as well as to indemnify and save harmless the Library against any and all claims for injury to persons or property arising out of activities conducted on Library property.*

*I understand that I am financially responsible to reimburse the Library for any loss, additional cleaning, or damage to the meeting room and/or equipment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name (if different from Contact above): \_\_\_\_\_

For staff use only:

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Room assigned: \_\_\_\_\_

# Parchment Community Library Meeting Room Policy

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

September 27, 2011

September 25, 2012

November 25, 2014

November 28, 2017

November 24, 2020

May 23, 2023