

Livingston Parish Library Policy Manual

Subject: **Meeting Room Policy**
Code: **4-407**
Section: **Facility Policies and Procedures**

The Livingston Parish Library Board of Control has set forth the following rules and regulations for the use of the library meeting rooms for non-library programs and events. This policy is to be read and agreed upon by anyone/any group applying for reservation of any meeting room in the system before the applications will be accepted. Failure to uphold library policies or a violation of applicable local/state/federal laws may result in either termination or suspension of meeting room privileges.

All meetings shall follow and adhere to the La. Const. Art 11, Sec. 4, and La. R.S. 18:1465.

Meeting Room Capacity

BRANCH	MAX OCCUPANCY
Main Branch—Livingston	147 persons
Denham Springs-Walker Branch West meeting room	242 persons
Denham Springs-Walker Branch East meeting room	180 persons
Watson Branch	114 persons
Albany-Springfield Branch	97 persons
South Branch	73 persons

Public Use of Library Meeting Rooms

- The primary purpose of the meeting rooms is to provide space for activities and programs related to the Library's mission, vision, and purpose. When not required for library purposes, the rooms may be scheduled free-of-charge by non-profit community organizations and parish governmental agencies, subject to the approval.
- Persons requesting meeting room space must have a library card with the Livingston Parish Library.
- Use of the meeting rooms by various organizations and groups does not constitute endorsement, by the Livingston Parish Library and the Livingston Parish Library Board of Control, of the policies, views, or beliefs expressed by a group as a whole or by individual participants in the meetings.
- Livingston Parish Library programs and sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule previously approved meeting room reservations to accommodate library-sponsored programs and events. In

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the event the library must reschedule a confirmed meeting room reservation, the library will give a 1 week (5 business days) notice of such to the scheduled group.

- Use of library meeting rooms are limited to the following uses by the general public:
 - Governmental activities
 - Non-profit or not-for-profit groups, organizations, or individuals (with proof of non-profit status)
 - Individual citizens (or groups of citizens) which have a non-business/not-for-profit nature.
- All meetings must be free and open to the general public.
- No solicitation may take place during the group's use of a meeting room. Special permission must be sought for the following.
 - Classes or programs that require a small fee to cover supply expenses (but NOT payment for speaker, etc.)
 - Classes or programs which require advanced registration due to limited availability (however registration MUST be open to the general public)
 - Authors/book signings not sponsored by Livingston Parish Library
- Programs or classes should not be such that noise, traffic, etc. interfere with patrons or normal Branch operation.
- Program attendance shall not exceed maximum allowed occupancy number as set by the order of the Fire Marshal.
 - The library reserves the right to bar additional people from entering the meeting room if it discovers a group has exceeded maximum capacity.
 - The library reserves the right to immediately stop a program if the maximum allowed occupancy is exceeded and proves hazardous.
 - The library reserves the right to bar a group from use of the meeting room for gross or repeated violation of the public occupancy code.
- Livingston Parish Library provides meeting room furniture for public meeting room use. However, the number of tables and chairs provided may or may not accommodate the maximum allowed occupancy number for the meeting room.
 - Groups expecting larger audiences may need to provide additional furniture if needed.
 - No furniture, equipment, or other supplies, needed for a group's events may be left or stored at the library before or after an approved event. If a group leaves any such materials at the library, the library bears no responsibility for said materials and bears no liability should anything be lost, stolen, or damaged.
 - If additional furniture is needed, the group should coordinate with the branch manager to bring additional furniture to the meeting room that least disrupts the library's operation.
- The Library has the right to cancel the use of the meeting rooms by any group or organization that fail to follow the Library's rules and regulations.

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Important Meeting Room Procedures

All groups using the Library Meeting Rooms must follow the policies and procedures that apply to all Library activities. Groups that use the meeting rooms occasionally have speakers at their meetings. These speakers must abide by the same restrictions that are required for Library programs.

Groups and individuals attending a meeting in a Library Meeting Room may conduct routine business such as dues collections and exchanging business cards. However, groups and individuals may not conduct sales, solicit donations, or solicit signatures or survey responses within the public service areas of the library and its environs.

Organizations and speakers are not allowed to distribute business cards or information about themselves, their businesses, and their products in public service areas of the library and its environs. Printed information may be placed on a table in the meeting room where anyone who might be interested can pick up the information.

Contact Person for your Group

When requesting the use of a meeting, your organization must provide the Library with the name of one person who will serve as liaison to the Library. All information from the Library will be sent to that person. It is important that we have accurate information on each contact person listed, in case of an unforeseen event or closure of the Library. Please notify the Library immediately if the liaison or the contacts of your group change.

Reserving Library Meeting Rooms

Only the liaison of your organization listed on your group's application is allowed to reserve library meeting rooms. Committees and other groups are allowed to meet, even if officers may not be present. However, only the designated individuals will be allowed to reserve rooms.

Signing in for Use of the Meeting Rooms

Groups that are meeting at the Library are required to sign in before their meetings and sign out at the end of the meetings. Forms are available at the Circulation Desk. The representative of the group will be asked to sign his name, give the time the group came and left, and the total number of people in attendance.

Publicity on Meetings Held at the Library

Groups must notify the Library if they are having a speaker that they are advertising in the newspaper, on radio or television, or through posted announcements. The group liaison should discuss the program with the Head of the Branch Library where the group will meet.

Copies of all publicity that your organization sends to the print, radio, or television media about any meetings to be held at the Library should be sent to:

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Public Relations
Livingston Parish Library
PO Box 397
Livingston, LA 70754

Groups Allowed to Use the Rooms

During the operating hours of the Library, if not needed for library purposes, the rooms may be reserved free-of-charge by community-based civic, corporate, cultural, educational, professional, political, recreational and religious organizations, alumni planning groups, and organizations sponsoring public hearings, as well as agencies of the city-parish government, subject to approval.

Groups or individuals who wish to reserve a room for private, social, commercial, or promotional use may contact Library Administration to request the use of library facilities; such use is limited to specific locations and circumstances and rental fees will be assessed.

Such non-traditional use will be decided on a case-by-case basis and will depend on the Library's capacity to manage the event as well as how closely the event parallels the Library's mission.

Process to Reconcile Issues Relating to Non-Profit Status Determination

Determination of Non-Profit Status: In the event of a question as to the Non-Profit Status of a group wishing to meet in the Library, the group will be asked to provide Library administration with a copy of their Letter of Determination as sent by the IRS.

Groups Not Allowed to Use the Meeting Rooms

Library meeting rooms are not available to out-of-parish groups. However, use of meeting rooms on an occasional basis for informational meetings for the general public may be scheduled by agencies of the State or Federal Government, statewide organizations, or out-of-parish groups.

Groups should still complete a meeting room application.

Reserving Meeting Rooms and Times of Operation

- Meetings must be held during Library hours, but may not be scheduled within the first and last half hour of the branch's regular hours of operation. Meeting rooms should be clear of all individuals 30 minutes prior to Branch closing.
- The requested amount of time for an approved meeting includes set-up and take-down time needed before and after the meeting. Take-down/wrap-up should begin at least 30 minutes prior to Branch closing and sooner if necessary to complete all take down and housekeeping tasks.

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- Meeting rooms may be reserved by adults only. Youth organizations must have an adult sponsor. An adult is defined as an individual aged 18 years or older.
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- If a group cancels the use of a meeting room, the contact person must notify the library 24 hours in advance of the scheduled meeting. Failure to do so may result in loss of room privileges.
- The library reserves the right to block large amounts of time at peak times to ensure meeting rooms are available for library events.
- Nothing may be affixed to the walls, by any means, of the meeting rooms. Cost of repair/replacement due to damages caused by not following this rule will be charged to the applicant.
- The Library will not be responsible for loss or damage to any equipment not belonging to the Library.

Application for Meeting Room Use

- Meeting rooms may only be booked by individuals 18 years or older and who hold a Livingston Parish Library card, with library account in good standing.
 - Any youth activities must be applied for and attended to by an adult (18 years or older).
 - The individual submitting the meeting room reservation request for youth activities must be present during the activity at all times.
- Eligible groups or individuals who wish to use a library meeting room must submit a meeting room reservation. The reservation must be submitted by the person(s) responsible for the meeting. Signature(s) on the application constitutes agreement to the rules as set forth by the library system.
- All meeting room reservation requests must be made a minimum of 2 weeks prior to the date needed.
- A meeting may not be booked more than 6 months prior to the date of the meeting.
- Once a meeting room reservation has been submitted, the library has 5 days to review the reservation request to ensure that the proposed meeting meets the rules and regulations set forth in this policy. The library will contact the responsible party and respond if the request has been approved or denied.
- Meeting rooms will not be considered as booked until the completed reservation request is reviewed and approved.

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Responsibilities of Organizations Using the Meeting Rooms

The applicant organization is responsible for discipline and reasonable care of the meeting rooms, furnishings, and kitchens (where available), and is financially responsible for damages to facilities, equipment or contents. Groups are responsible for setting up the meeting rooms for their own use.

- Meetings will be scheduled to allow time for setup and take down. Library furniture, special equipment, audiovisual and public address equipment and systems must be scheduled in advance.
- The organization must leave the meeting rooms in an orderly condition. The organization must remove any clutter and trash caused by its activities. Trash containers and/or trash bags will be made available.
- Light refreshments are allowed with prior permission from the Branch Manager. Only light refreshments may be served, such as cookies, sandwiches, sack lunches, coffee, tea and soft drinks; however, because of problems with permanent carpet stains, groups are not allowed to serve beverages that may stain the carpet.
- Applicant organization/group is responsible for cleanup.
- Failure to observe these requirements may result in loss of meeting room privileges.
- All components of an event, including set-up and take-down, must take place within the time limit booked for the event.
- Groups approved to use the meeting room are responsible for set-up and take-down of the room.
- Upon take-down, the meeting room must be restored to the same orderly fashion as before the meeting's set-up. Timeliness is key as there may be back-to-back meeting scheduled.
- The Library's address and/or telephone number may not be listed by any applicant for the organization's/group's usage.
- Alcoholic beverages, drugs, any illegal substances are **STRICTLY** prohibited on Library grounds.
- Smoking is prohibited anywhere on library property.

Additional Information

- Free wireless access to the Internet is available at all library locations. However, the Library cannot ensure that you will be able to make a wireless connection.
- The Library does not provide storage space for individuals or organizations.
- The Library must not be used as the official address or headquarters of any group or organization.
- It is the intent of these policies to prohibit any one group or organization from dominating the use of the meeting rooms. Generally, no more than one meeting per week will be scheduled for any individual group.

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- If an emergency requires closing the Library, every effort will be made to notify a contact person for the group. When the Library reopens, reservations will be honored as scheduled.

Fee Schedule for Non-Traditional Use of Library Meeting Rooms

Non-Traditional Use by Non-Profits:

Use of Library Meeting Rooms for traditional meetings and events scheduled by Non-Profit groups during regular Library hours is free. The Library reserves the right to charge a non-profit a \$50 per hour fee for set-up time, as well \$50 per hour for any necessary clean-up time.

Non-Traditional Use by Individuals, Social or Commercial Groups:

The Library may, upon occasion, allow very limited use of Meeting Rooms for commercial use and ticketed events taking place during regular Library Hours. Groups or individuals will be charged the following fees for use of a library meeting room.

- \$50 per hour for the actual event
- \$25 minimum at ½ hour increment for set-up, if requested
- \$25 minimum at a ½ hour increment for clean-up
- Private and social events such as weddings, graduations, reunions, and parties are NOT APPROVED.

Commercial Events approved for occasional bookings:

- Informational seminars to promote a product or business
- Training meetings for staff of a commercial business
- Depositions
- Job fairs
- Sales expos