

K.O. LEE ABERDEEN PUBLIC LIBRARY MEETING ROOM POLICY

Purpose and Use:

The K.O. Lee Aberdeen Public Library meeting rooms may be available free of charge for use by non-profit organizations or individuals for educational, cultural, charitable or public service activities at the discretion of library officials. Meeting rooms are also available to for-profit local businesses and organizations to use for a nominal fee that will help support the Library. **See Fee Schedule for more information. If food or beverages are going to be served in the rooms a refundable deposit of \$50.00 per room will be collected on approval of the application.** The deposit must be cash or a check payable to the K.O. Lee Aberdeen Public Library with the name of the person or organization requesting the room printed on the check. Deposits will be returned if the reservation cannot be confirmed or after the meeting upon inspection of the room.

In cases where a group's eligibility for tax exempt, non-profit status under section 501(c)(3)-(11) is not readily apparent, proof of tax-exempt status may be required to establish eligibility for fee waiver. In that case, the group must submit a copy of a current letter of exemption to the meeting room scheduling staff at the Library. Exceptions to this policy may be made at the discretion of the Library Director and the Library Board of Trustees as deemed in the best interest of the Library and the community.

Guidelines:

1. Programs sponsored by the K.O. Lee Aberdeen Public Library will receive first consideration for the use of the meeting rooms.
2. Meeting rooms may not be used for social events, including, but not limited to, weddings, receptions, parties, and showers.
3. All gatherings must be free and open to the general public except by consent of the Library Director or designee. Donations or free will collections will not be permitted.
4. Use of a room is scheduled on a "first come, first served" basis after completion of a written "Meeting Room Application" form. The application form must be completed by a sponsoring adult with a valid K.O. Lee Aberdeen Public Library card. The Meeting Room coordinator will confirm the reservation.
5. Reservations can be made no more than three (3) months in advance of the meeting. Only one event can be scheduled in a month for any individual or group. The library reserves the right to cancel a reservation in case of emergency closing.
6. Publicity for a meeting must clearly identify the sponsoring organization. Publicity cannot state or imply that the Library is a sponsor or co-sponsor of a meeting without the express permission of the Library Director. The Library's phone and/or fax numbers, and e-mail addresses are not to be included in any publicity regarding the meeting. The organization may not list the address of the Library as the organization's official address.
7. Events with children attending must have at least one (1) adult supervisor per ten (10) children under the age of 14.
8. Rooms may be used during regular library hours of operation. The meeting rooms may be used after regular library hours at the discretion of the Library Director, or the Director's designee. **For room use which extends beyond normal open hours, a special charge will be assessed to offset the cost of scheduling staff to supervise and secure the facility.**

9. Refreshments may be served, however, food or drinks that may cause stains are discouraged. The Library kitchen is not part of the meeting rooms and no item in the kitchen, including the sinks, refrigerator, stoves, or microwave, may be used for meetings without permission from the Library Director or designee.
10. Each group is responsible for the setup and arrangement of the meeting rooms. Decorating is permitted, but burning candles, incense, sterno, or any type of open flame are prohibited. Items may NOT be taped, stapled, tacked, nailed, or otherwise attached to the walls, windows, or doors of the rooms.
11. Individuals or groups using the library facilities are responsible for the actions of those persons attending their function. Individuals or groups utilizing the rooms will be held responsible for any damages to the facility during their reserved time.
12. Use of alcohol, tobacco, or non-prescription drugs is prohibited.
13. Only service animals recognized by the regulations to the Americans With Disabilities Act are allowed in the library without prior approval from the Library Director. The library will not honor requests for admission of emotional support, companion, therapy, or other assistance-type animals that are not service animals. A service animal must be housebroken and remain under the control of its handler at all times.
14. Any behavior inappropriate in the library or which interferes with the normal functioning of the library will not be tolerated. Any person not in compliance will be asked to leave the library premises.
15. Personal property may not be stored at the library without specific authorization from library staff.
16. Library staff shall be permitted to observe a meeting at all times.
17. The library reserves the right to revoke meeting room privileges for any individual or group it feels has not met the conditions stated in this policy. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies, beliefs, or activities by the library.
18. The library is not responsible for items left in the building.
19. No storage facilities are available for meeting room users.
20. The library is not responsible for equipment, supplies, or any other materials owned by the organizations and used in the library. All items brought into the building must be removed immediately after the meeting.
21. The library reserves the right to cancel a reservation when necessary as a result of conflicts with library activities or when it appears to be in the best interest of the library.

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