

MEETING ROOM POLICY

The primary purpose of these meeting rooms is to support library functions, meetings, and programs. Occasionally, members of the public may be allowed to use the meeting rooms. The Fossil Ridge Public Library District follows ALA's Bill of Rights, which ensures that meeting facilities and exhibit space are available to members of the community on an equitable basis, regardless of their beliefs or affiliations. While the library may control the time, place, and manner of use, it cannot discriminate against users based on their ideology or speech.

Organizations not affiliated with the Fossil Ridge Public Library District may use the meeting room only when all of the following conditions are met:

1. The meeting supports the library's mission.
2. The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency.
3. The meeting takes place during regular library hours.
4. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly fashion.
5. The group meeting may not use the library as its permanent address.
6. The reservation for the meeting room is made by a resident of the library district.
7. The meeting room will be left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting.
8. The organization assumes all responsibility for set up and clean up.
9. All meetings must be open to the public unless special permission is granted by the library director.
10. Approval does not imply any endorsement of the policies or beliefs of the group or organization utilizing the meeting rooms. The library district remains neutral on matters of politics, ideology, and religion, and seeks to provide an inclusive and safe space for everyone in the community.
11. In the event of inclement weather, utility outage, or other emergency, the library director may have to close the library and cancel scheduled meetings. If cancellation becomes necessary, the library will notify the person who made the

reservation. In the event of such a cancellation, the library shall have no liability for any loss or expense if the applicant chooses not to reschedule.

12. The library reserves the right to cancel (upon reasonable notification to the users) any reservation due to a conflict with library programming. The library is not responsible for losses incurred by a group due to the cancellation and/or rescheduling of its meeting by the library.

13. The library director reserves final authority to approve or deny applications for use of the meeting rooms. The director or his/her designee may grant exceptions to the rules.

14. Private parties are not permitted.

15. All groups holding public meetings are responsible for Americans with Disabilities Act requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

16. Meetings will be limited to two per month per organization. Reservations may be made up to twelve (12) weeks in advance for up to six (6) meetings.

General Rules:

1. Groups using the rooms are responsible for setting up the room to their requirements and returning equipment and furniture to its proper place upon completion of activity. Meeting rooms must be left neat and clean.

2. The Library cannot provide storage space for equipment or supplies for groups using the meeting rooms.

3. The Library cannot provide porter service for carrying supplies or materials to the meeting room, and custodial help is not available.

4. Alcoholic beverages will not be permitted on the premises at any time.

5. Smoking and vaping are strictly prohibited within the premises of the building.

6. Meetings of groups of individuals under 18 years of age must be attended by an adult sponsor who shall be held responsible for any violations of these rules.

7. The Library does not supply personnel to assist with meetings or programs, to operate equipment or to help arrange exhibits.

8. No additional furniture or equipment other than that already available in the meeting room will be provided except for the use of our A/V equipment without the prior approval of the Library Director.

9. a. Groups using the meeting rooms and kitchen facilities are responsible for reimbursing the Library any damage that may occur to Library owned furniture and equipment.

b. Hazardous materials will not be permitted in the Library.

c. The person making the reservation as well as the membership of the entity reserving the facilities, shall be responsible for any and all damages that occur.

d. Permission to use the meeting rooms may be withheld from groups that have caused damages or disturbances or any other failure to comply with these rules.

10. Meeting must end 15 minutes prior to closing time.

11. The applicant must be present at all times.

12. The Director of the Library is the person empowered to make decisions regarding the availability and use of the library's meeting rooms. The Director may delegate authority to approve meeting rooms. Requests for exceptions to any of the above rules must be submitted in writing to the Director.

