

INDIAN RIVER AREA LIBRARY

Meeting Room Policy

1. STATEMENT of PURPOSE

It is the policy of the Board of Trustees of the *Indian River Area Library* to allow the use of the Library meeting room on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

2. GENERAL MEETING ROOM PRINCIPLES

- The meeting room is available during the Library's open hours.
- Library programs and meetings have first priority for meeting room use and are exempt from any restrictions.
- A group may be required to reschedule a meeting if it is in the Library's best interest. The Library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given.
- Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the *Indian River Area Library*, nor does it connote an endorsement of any group's policies or beliefs.
- 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.
- The Library Director reserves final authority to approve or deny applications for use of the meeting rooms. The Director or their designee may grant exceptions to the rules.
- Rooms not reserved are available to walk-in individuals and groups for hourly reservations. However, walk-ins will be subject to the same fee criteria as stated below.

3. USER GROUP'S RESPONSIBILITY

- Groups using any space in the Library or on Library grounds must abide by the Library's Anti-discrimination and Equal Employment statement and meet the Americans with Disabilities Act requirements.
- Users may post on the Library-provided white-boards/tack boards, and any such display must be removed at the close of the event. Tacking or writing on inappropriate surfaces (painted walls, ceilings, doors) is deemed a violation of this policy.
- Room users are responsible for the condition of the room, including equipment and furnishings. Users must clean the room, put the furniture back the way they found it and discard all trash.

- Neither the name nor the address of the *Indian River Area Library* may be used as the official address or headquarters of any organization, group or individual. Publication of misleading notices and advertisements will be considered a violation of these rules.
- Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. If a recurring reservation is not used two times consecutively, all remaining reservations may be canceled.
- Persons, organizations, groups, or businesses agree to hold the *Indian River Area Library* harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the Library facilities or grounds.

4. MEETING ROOM FEES

- Individuals that have an Indian River Area Library Card in good standing may reserve the Library meeting room at no charge.
- The meeting room may be reserved for up to four hours a day, with a maximum two reservations per week.
- Fee Criteria: If at least one of these statements is true, then the below fee will be assessed for reserving a room:
 1. I have an Indian River Area Library card not in good standing or I do not have a library card at all.
 2. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, or dues.
 3. Products or services will be sold or marketed at the meeting.
 4. Campaigning for specific candidates takes place.
- Fees:
 - Meeting Room: \$5 per hour

5. DEFINITIONS

- Indian River Area Library Card in good standing:
 - A Library card that was issued by the *Indian River Area Library* staff.
 - The account connected with the card is not expired.
 - The card has less than \$5.00 in fines or fees.