

Henry County Library System Multipurpose Room Policy

Multipurpose Rooms in the Henry County Library System libraries are available for programs either sponsored by the Library System or initiated by the public for cultural, recreational, educational, informational, or civic purposes. When not being used by the library, the rooms are available for use by outside agencies and organizations. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors. However, all meetings must adhere to the rules established by the Library Board. Failure to comply with the established rules may result in loss of future use.

Groups wishing to use Multipurpose Rooms must recognize that the primary function of these rooms is to support library programming. Library programs take precedence over all other requests. Library programs are defined as those planned and overseen by library staff or trained library volunteers, and programs conducted by organizations with formal partnership agreements with Henry County Library System. A formal partnership agreement requires a Memorandum of Understanding signed by all parties that clearly delineates the responsibilities and contributions of each party.

All functions held in Multipurpose Rooms must be open to the general public. No selling, solicitation, or taking of orders for future purchases may occur without written permission from the Library Director. No admission fees may be charged for programs held in the meeting room. A library staff member may be present at any time during the meeting. Those wishing to hold "private" functions, such as baby showers or wedding receptions, should bear in mind the public nature of the Multipurpose Rooms— all functions must be open to the general public. Functions can only take place during library hours. Exceptions may be made for certain educational and governmental uses at the discretion of the Library Director, if adequate staffing is available.

Use of Multipurpose Rooms by any group does not imply the Library's endorsement, of that group's policies or beliefs. Co-sponsorship by the Henry County Library System of the activities that take place in the multipurpose room also cannot be implied. Groups or individuals using the meeting room may not imply that the event or program is sponsored, cosponsored, or endorsed by the library in any advertising or publicity. Misrepresentation of this fact will result in the loss of the offending group's use privileges.

Any usage of other portions of the Library outside the Multipurpose Room is subject to Board of Trustees approval.

Reservations:

Multipurpose Rooms may be tentatively reserved by calling the Branch Manager where the room is located. However, the reservation will not be confirmed until an adult representative of the group comes to the Library in person and fills out and signs the "Request for Use of the Multipurpose Room" form and pays the required fee (see below). Reservations are taken in the order received. Libraries are not able to accommodate standing reservations except for library-sponsored programs. However, multiple bookings for the same event may be allowed for up to six weeks if there is no conflict with library programming needs.

Usage Fee scale:

The following fees are charged for the use of Multipurpose Rooms to cover the cost of utilities and cleaning:

Other government departments and agencies, including current elected officials wishing to use the facilities for civic meetings: \$0

Incorporated 501c3 nonprofit organizations: \$10 for up to two hours, \$10 for each additional hour. Proof of non-profit status may be required.

Community groups without 501c3 status: \$20 for up to two hours, \$10 for each additional hour.

Commercial, for-profit entities, including Homeowners' Associations: \$30 for up to two hours, \$10 for each additional hour.

Refunds:

Refunds may be made if a reservation is cancelled with at least 48 hours' notice. The fee will also be refunded in the event of an unforeseen library closure. Because the library branch cannot issue a refund from its cash till, a refund by check will be mailed to the person who paid the fee.

The library also reserves the right to deny usage and keep the fee if a group violates any of the tenets of this policy by, for example, selling a product or service, closing the meeting to the general public or misrepresenting the true nature of their meeting or organization.

Room Setup:

Groups using the Multipurpose Rooms are responsible for arranging furniture and equipment for their function, and for returning furniture and equipment to their proper storage area after the function is over. Library staff is not to be expected to perform such duties.

Arrival/Departure:

For reasons of safety and security, the first person from an outside group or organization to arrive for an event and the last to leave should notify staff at the main circulation desk so that the library manager is aware of what areas of the building are occupied.

Room Capacity:

Attendance at meetings must not exceed the posted legal seating capacity of the Multipurpose Room.

Financial Responsibility:

By signing the "Request for Use of the Multipurpose Room" form the group's representative agrees that the group will be responsible for damage to Library property (other than normal wear and tear) that the group causes, and for the cost of any extraordinary cleaning necessitated by the group's activities. The group also agrees to arrange furniture and equipment to suit their needs, and to return furniture and equipment to storage areas at the end of the function.

Event Information:

Any group using the Multipurpose Room is responsible for providing attendees with needed information such as meeting times, agendas, and directions to the facility. Organizers should not instruct attendees to call the library staff for information about events.

Restrictions:

- All programs and meetings must be free and open to the public.
- The room is available for use only during regular library hours except with approval of the Library Director.
- The Multipurpose Room may not be used for profit-making.
- The Library does not furnish childcare. Children brought to functions must be cared for by a parent or other responsible adult. Library staff cannot be responsible for unattended children and unattended children may not be left in the Library. Groups of minors may use the Multipurpose Rooms, subject to the same restrictions as adults, but the representative signing the Request form must be adult and present at the function, thereby assuming responsibility for the conduct of the group.
- Groups of minors must be accompanied by at least one adult for every 20 children.
- Purchase of materials may not be required for attendance at a meeting.
- Groups wishing to conduct fundraising activities for whatever purpose must receive prior authorization from the Director and/or the Board of Trustees.
- No press release, announcement, flyer, etc., may state or imply that the group is sponsored or endorsed by the Library System unless the group has prior written approval for

such action. Multipurpose rooms will be denied to any group which does not adhere to this policy and the meeting will be cancelled without refund of usage fees.

- Tobacco use, in any form, is forbidden within library buildings. This prohibition covers vaping pens and e-cigarettes. Smokers are requested to avoid blocking entrances and exits while smoking outside.
- Alcohol and illegal drug use are forbidden anywhere on Library System premises, including the grounds. Upon discovery of such offense, law enforcement will be called without warning to the offender.
- Users are expected to remove and dispose of all of their materials, papers, trash, etc., when through using the room. Any extraordinary cleaning cost due to excessive dirt, grime, or wear and tear on the facility will be billed to the organization.
- The Library assumes no responsibility for personal belongings of persons attending meetings, nor does it guarantee parking facilities for those planning to attend meetings. The Library assumes no liability for injury to person(s) during the time its premises are used, nor liability for damage to vehicles or equipment on Library grounds.
- The Library reserves the right to deny use of the rooms for activities which seem likely to cause damage to the rooms or to their furnishings and/or equipment.
- The Meeting Rooms are not soundproof; therefore, all users are expected to be courteous of other library patrons and keep noise levels to a minimum.
- Anyone using library meeting spaces for programs related to health and wellness (mental or physical) must be able to provide satisfactory proof of current medical licensure, certification, or equivalent suitable credentials upon request. Proof of liability insurance may also be required.

Termination of Privileges:

The Library System reserves the right to terminate the use of Library facilities and to refuse future use of its Multipurpose Rooms by groups or individuals:

- Whose activities result in more than the normal wear and tear expected from routine use of the facilities.
- Whose conduct, or that of the children under their control, is sufficiently disorderly or objectionable to annoy other library users or to disturb regular library operations.
- Who fail to clean up after themselves, to notify Library staff of spills or other events requiring janitorial attention, or to leave the room in good order.
- Who fail, without at least 48 hr notice, to use a room when scheduled
- Who fail to vacate the room at the appointed time.
- Whose continued use of the facilities is determined not to be in the best interests of the Library.
- Who refuse anyone access to a function unless the room is filled to the posted legal seating capacity.