

Deer Park Public Library
Meeting Room Policy
Revised September 2016

I. Policy Statement

Deer Park Public Library provides meeting space to the community as a public service with the following intended purposes: to facilitate the exchange of ideas and to access and share information.

The Deer Park Public Library Meeting Room is made available free of charge to organizations engaged in educational, cultural, intellectual or charitable activities.

II. Regulations

The Library's Meeting Room is intended for use primarily by the Deer Park Public Library and City of Deer Park for Library-sponsored or co-sponsored programs and City of Deer Park functions and meetings. Priority will be given to Library programs followed by City of Deer Park use. When the meeting room is not in use by the Library, it will be available on a first-come, first-serve basis to qualified outside organizations, subject to cancellation at any time.

A. Eligibility to Use Meeting Space

1. In order to reserve the meeting room, applicants must be at least 18 years old.
2. Meeting room is not available for individual use. The applicant must be a member of a group or organization engaged in educational, cultural, intellectual or charitable activities.
3. Meetings held by organizations other than the Library or the City of Deer Park must be free and open to the public. The Library meeting room is not private. Library staff must have access to the meeting room at all times.
4. The applicant must be in attendance for the duration of the scheduled meeting.
5. Personal events, including but not limited to birthday parties, wedding receptions, baby showers and reunions are not considered appropriate use of the Library Meeting Room.
6. The Library Meeting Room is not available for political campaign or rally events. Community groups with political affiliations are permitted to meet provided they are not engaging in campaign promotion.
7. No admission fees or collections will be allowed for any event scheduled in the Library Meeting Room. Pass-through costs for educational materials may be collected. The sale of an author's book during a book-signing event will be allowed. The book signing event must be in conjunction with an author

talk or other relevant program. Friends of the Library sponsored events for the purpose of raising fund for the Library will be allowed, including book sales and collecting membership dues.

8. The meeting room facilities may not be used for any commercial purposes, including but not limited to, the sale of goods or services, executing fee-for-service agreements or contracts to perform services elsewhere, accepting membership dues, selling raffle tickets, and collecting fees for tutoring.
9. Commercial programs listed or presented as informational, educational, or instructional must remain so, and presenters shall make no direct solicitation of attendees to secure clients or customers or commercial purpose.
10. Activities in the room must not disrupt regular Library operations including, but not limited to, soliciting or conducting surveys, making loud noises, blocking entries, fire lanes or walkways, etc.

B. Applying to Use Meeting Space

1. Requests for the use of meeting space will be approved according to the following priorities:
 - a. Library sponsored or related meetings and programs.
 - b. City or other government sponsored meetings, and activities associated with the Friends of the Library
 - c. Organizations engaged in educational, cultural, intellectual or charitable activities
2. A current, signed application must be on file before reserving the meeting room.
3. Meeting space requests must be submitted at least **14 days prior** to the requested meeting time. Only the Library's Conference Room and Group Study Room are available on a walk-in basis. Please see **Conference Room** and **Group Study Room Policies** for details.
4. Groups should reserve the meeting room well in advance of the date needed but may not reserve a space more than 90 days in advance.
5. To give all organizations an opportunity to use the room, reservations shall not exceed 1 meeting per month and an organization may not have more than 2 meetings scheduled at a time.
6. Meeting space will be available only when the Library is open. This includes time allotted for set-up and clean-up. Meetings must end at least 30 minutes prior to closing.
7. No standing reservations are permitted for regularly occurring meetings. Each meeting reservation is handled as a separate request, pending approval by a Library staff member. The Library meeting room cannot be advertised as the primary or regular meeting place of any group or organization, except the Friends of the Library group.
8. The Library Director shall be the final authority in granting or refusing permission for use of the Library meeting room.

C. Before Scheduled Meeting

1. Notification of cancellation must be received prior to the scheduled meeting time. Any cancellations will be noted in the account and will not count against the number of meetings scheduled for the month. No-shows, i.e. not showing up and not giving notice, will result in a 90-day suspension of meeting room privileges.
2. It is the responsibility of the Applicant to schedule time needed to test any reserved audio-visual equipment, prior to the scheduled meeting. Availability of technical assistance for A/V equipment will depend on staffing levels.
3. The Library will not advertise or publicize scheduled meetings.
4. All advertisements from outside organizations must include the following disclaimer: **This event is not sponsored or endorsed by the Deer Park Public Library.**
5. For groups composed primarily of minors, the applicant agrees to have one adult in attendance in a supervisory capacity for every ten minors. All meetings involving children must comply with the Library's **Unattended Minors Policy.**
6. Due to the public nature of meeting rooms, the meeting room schedule may be available to the public.

D. Day of Scheduled Meeting

1. Applicant must check in at front desk and sign the **Meeting Room Checklist** prior to gaining access to the meeting room.
2. No early access to meeting room will be permitted prior to library opening hours. Meeting rooms must be vacated at least 30 minutes prior to library closing.
3. Room arrangement and cleaning of the room following the meeting are the responsibility of the organization requesting the room. The library does not provide equipment or staff to assist in moving materials or furniture.
4. The group accepts financial responsibility for any damage caused to the room, building, or equipment beyond normal wear. The Applicant will be responsible for any charges incurred by the group.
5. **Refreshments:** Light refreshments are allowed at meetings. Available kitchen facilities include a sink, refrigerator, and microwave. "Light refreshments" include hot and cold non-alcoholic beverages and snacks not requiring on site preparation. Red or purple based punch or Kool-Aid is not allowed. Organizations are responsible for cleaning up afterwards and must leave the kitchen in the same condition in which they found it.
6. **Use of Alcohol and Tobacco:** The Patron Code of Conduct states that "alcohol or illegal substances may not be brought into the Library. Persons under the influence of either may not use the Library's facilities." The use of

all forms of tobacco is also prohibited in the Library. Please see the **Patron Code of Conduct** for further details regarding use of the library facility.

7. The Library cannot store materials for meeting room users. The Library is not responsible for items lost, damaged, or stolen.
8. Library staff cannot provide unfiltered access to the Internet within a Library meeting room, whether on Library computers or those of Library customers. The Library is not responsible for any failures in the Wi-Fi connection during scheduled meetings. Wireless Internet use inside the Library meeting room is subject to the Library's **Internet Access Policy**.
9. The Library does not provide telecommunication services for meeting room users, including but not limited to, receiving or sending faxes, telephone calls or emails. Photocopying and public access computer terminals are available for self-service use.
10. Organizations using the meeting space must bring their own supplies, including but not limited to, coffee supplies, pens, paper, etc.
11. All meetings must adhere to posted maximum occupancy.
12. The use of hazardous materials, including materials that give off fumes or are highly flammable, are prohibited. Open flames are prohibited in the library meeting room and on library property.
13. Animals, insects and other living organisms may not be brought into the library without prior written approval by the Library Director. Animals may be used in Library programs, but only under certain conditions that address the safety of guests and care of the facility. Trained guide animals are allowed.
14. At the conclusion of a scheduled meeting, Applicant must check out at the front desk.