

MEETING ROOM POLICY

Cooke County Library provides meeting space to the community as a public service for the exchange of ideas, to access and share information, and for patrons to participate in programs created for the enjoyment of families and the community. The meeting space may be used by organizations engaged in educational, cultural, intellectual, or charitable activities. Meeting rooms are not available for purely social purposes, or for the benefit of self-promotion of individuals or commercial concerns. The Library's meeting space is intended for use primarily by the library for library-sponsored or co-sponsored programs and priority for use will be given to these programs. Permission to use a meeting space does not constitute endorsement of a group's policies or beliefs by the library. No advertisements or announcements implying such an endorsement are permitted. The library reserves the right to revoke permission for the use of any meeting room.

All functions in library meeting rooms must be free and open to the public, must be in keeping with the Mission Statement of the library, and must conform to the American Library Association's "**Meeting Rooms: An Interpretation of the Library Bill of Rights**" (See Appendices).

Library staff may attend or observe any meeting or program at any time.

The Cooke County Library does not discriminate on the basis of disability in its programs and services, and organizations must comply with applicable American Disabilities Act requirements by reasonably accommodating persons with disabilities.

Accommodations for disabilities are available; however, applicants must notify the library at least five working days in advance of the meeting or event in order to prepare the necessary arrangements.

Permission to use meeting rooms will be denied to an organization whose purpose is to conduct religious services or activities; is illegal; whose conduct would interfere with the proper functioning of the library; who promotes activities and materials that are obscene, defamatory, invade a person's privacy, or directly incite violence; whose purpose is promotional or for monetary gain; whose primary

purpose involves physical activity or exercise; or whose activity does not have the sponsorship of a legally responsible adult registered for meeting room use with the library. The Library Director shall be the final authority in granting or refusing permission for use of Library Meeting Rooms.

Use of the library's meeting rooms is prohibited for the purpose of assisting the campaign for election of any person to any office; or for the promotion or opposition of any ballot issue. Meeting rooms may be used for general political purposes, such as information sharing, organizational meetings, and election issues and candidate forums. Rooms are available on a non-discriminatory, equal access basis in compliance with state law.

Meeting rooms may be reserved a maximum of four months in advance. Library-related programs will be given preference in scheduling. The library reserves the right to reschedule or cancel reservations at any time in order to use the meeting rooms for programs or events sponsored by the Library.

At the present, no meeting room fees are charged. If need be, the Cooke County Library has the right to change this policy.

REGULATIONS

Meetings may be scheduled during normal Library hours, as well as after the library closes.

To avoid conflicts, organizations should verify meeting room reservations two weeks prior to the meeting date. Written notifications of cancellations are required at least forty-eight (48) hours in advance of the meeting.

Reservations may be made a maximum of four (4) months in advance. If the space is available, meeting rooms can be reserved on short notice. The use of the name, address or telephone number of the Cooke County Library as the address for any organization using the library for meeting purposes is prohibited.

No products, services or memberships may be advertised, solicited, or sold. However, the following will be permissible at library initiated programs:

- Fund raising to benefit the Library, sponsored by the Friends of the Library;
- Sale of books, cassettes, and other items by authors or artists as part of a library program.

Children under the age of eight accompanying an adult to a meeting must remain with the adult at all times. Meetings of groups whose members are under the age of eleven (11) must be supervised and attended by a legally responsible adult named on the application form. No child is to be left unsupervised while the responsible adult is attending a meeting. All meetings involving children must comply with the Library's Unattended Children Policy.

Meetings must not disrupt the use of the Library by others or violate in any way the Library's Code of Conduct. Persons attending meetings are subject to all library rules. The meeting must be scheduled to end thirty (30) minutes prior to the Library's scheduled closing time.

Refreshments are allowed in meeting rooms only. When refreshments are provided, the organization using the room is responsible for providing all supplies and refreshment equipment.

The Library is not responsible for user's equipment, supplies, materials or other items. Items and supplies needed must be brought on the day of the scheduled activity and removed at the end of the activity. Items may not be stored in the library.

The user is responsible for care of the room, and will be held responsible for any damage and the general condition of the room following use. The user will be assessed charges for repair or replacement of any damaged contents of the room, as well as flooring, walls, ceilings and anything attached thereto. Care of the room will include the removal of any food or beverage items, signs or posters, and handouts, as well as the removal of all trash.

No signage may be affixed to walls, woodwork, ceilings, or furniture. Decorations are permitted, but certain types of decorations are prohibited. For example: confetti; burning candles; tape on walls, ceilings and woodwork; and nails, thumbtacks or staples on any room surface. The Director of the Library must approve any decorations prior to their use.

The group is free to change the arrangement of furniture prior to or during the meeting. However, at the conclusion of the meeting, the room must be returned to the original condition. All tables must be broken down and chairs stacked neatly.

The Cooke County Library is a non-smoking, smoke-free workplace. Smoking inside the Library is prohibited. Smokers may go outside the front door where appropriate disposal containers for smoking materials are provided.

All safety requirements must be met. These include compliance with the room limit of 50, no blocking of aisles and exits, and leaving all doors unlocked during the hours of using the meeting room.

Failure to comply with the Meeting Room Policy and Regulations governing use, the maximum occupancy limit (50), and the Library's Code of Conduct, may result in withdrawal of future meeting room privileges.