MCPHERSON PUBLIC LIBRARY

Meeting Room Use Policy

Updated by the Library Board in March 2024

The McPherson Public Library is a public institution whose facilities are available to all on the same basis. This policy intends to make the library's limited meeting room space available on as widespread and equitable a basis as possible for educational and informational community meetings and programs conducted on a non-profit basis.

The McPherson Public Library supports the American Library Association's Library Bill of Rights which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the space does not constitute library endorsement of the viewpoints expressed by participants in the programs.

Meetings held in the library's meeting room must be open to the public.

All activities scheduled are with the approval of the library's Director or staff assigned in the absence of the Director.

Programs and functions hosted or presented by the library are entitled to priority, including the necessity for the library to cancel a reservation made by a non-library organization or individual, if the space is needed for library purposes. If the Gallery space is required for Library Purposes, the Library reserves the right to cancel or change rooms for any conflicting reservations. Notice will be given to the contact person at least two weeks in advance before the program is scheduled to occur. The library will make every effort to avoid such cancellations and will provide a 30-day written notice of cancellation if possible.

Regulations:

- The use is to be on an occasional basis for general public meetings. It is not the library's intent to provide space regularly to support the primary activities of a group or organization.
- Information must be submitted online or in person and the reservation confirmed by a staff member before using the space.

- Advanced meeting room reservations are required and are on a first-come, first-served basis. Priority will be given to those scheduling at least two weeks out. Rooms may not be reserved more than three months in advance.
- All patrons using any rooms must comply with the Library Code of Conduct.
- At the end of a meeting, all organization property shall be removed and the meeting room left neat for succeeding users unless prior arrangements have been made and approved by the library Director or approved staff.
- Groups are responsible for their own set-up of chairs, etc., and must return the room to the condition in which they found it. Set up and clean up must occur within the reserved time for the meeting. Failure to cooperate with this may result in denial of future use privileges. If damages to the premises occur, or additional cleanup is required, fees will be assessed and possibly charged to the individual or organization within 60 days of damage.
- If no one arrives or contacts staff within fifteen minutes after the reservation begins, the reservation will be considered a no-show and the reservation canceled.
- It is understood that inquiries concerning the meeting in question shall be referred to the person making the reservations.
- Library meeting rooms and other library spaces may not be used for any activity incompatible with the library environment or interfering with its operations. Examples of prohibited activities include but are not limited to weddings, anniversary celebrations, showers, funerals, birthday parties, dances, private parties, trade shows, or pageants.
- Meetings may not disrupt the use of the library by others, and persons attending the meetings are otherwise subject to all library regulations and policies.
- Meetings must take place within usual library hours. All meetings must end 15 minutes before the Library closes.
- Meetings rooms may only be reserved by a person 21 years or older. People between the ages of 18-21 will need someone over 21 to cosign the reservation.
- Neither the Library nor its employees will assume responsibility for any property or damage to or by the organization.
- Neither the name nor the address of the library may be used as the official address or headquarters of any organization to indicate that it is sanctioned or administered by the library.
- No admission fee, registration fee, donation, product sales, collections, or monetary solicitation of any sort may be sought from attendees. This includes sales for future solicitations of direct or indirect sales.
- No tacks, nails, glue, tape, or any item that may cause damage may be used on meeting room surfaces. Permission must be given in writing by the Library Director or approved staff if such items are needed.
- A maximum of three open reservations will be allowed by an organization or individual at any one time.
- Refreshments may be served in meeting spaces if they are kept inside the meeting room and completely cleaned up before the reserved time ends.
- Request for Audio/Visual equipment may be indicated at the time of reservation and is always subject to availability.
- Responsibility for damage to the room or its contents rests with the organization or individual reserving the room.

The McPherson Public Library is not liable for injuries to individuals. The library is not liable for damages to or loss of personal or organizational property of groups using meeting rooms.

If library staff are responsible for setting up tables or chairs, a $25 fee may apply. Staff availability to set up the room is not guaranteed and the library reserves the right to refuse. If staff is required to provide prolonged technical support, a $25 per hour fee applies with a minimum fee of $25. Staff available to assist with technology is not guaranteed. Setup requests must be submitted at least 48 hours in advance.

The individual or organization reserving the room will be held responsible for any damage caused to any artwork in the meeting room as it serves as a gallery as well.

Events and programs sponsored by the library are exempt from the provisions of this policy.

Interpretations and exceptions to this policy may be made by the Director or designee.