Riverside Regional Library

Meeting Room Policy

Within the Riverside Regional Library, meeting rooms are made available to the general public for non-library sponsored events as a public service and as a mechanism for meeting our mission statement. The library's facilities are open to organizations engaged in educational, cultural, intellectual, or charitable activities, including partisan political or religious groups. The following guidelines govern the public use of library meeting rooms:

1. Application for use of a meeting room is made with the individual library or branch in advance of the meeting. An “Application for Use of Meeting Room” form must be completed by a representative of the organization before first use of the meeting room.

2. Meetings may not be held in public service areas without specific approval of the library director.

3. No fees, dues, or donations may be charged or solicited by the user for any program. All programs must be free and open to the public and not for specific commercial purposes—including groups such as private business boards and sales organizations. The only exception to the fee rule is in the case of paid registration necessary to cover formal institutes or a fee not to exceed the actual cost of the program and this must be specified in any publicity distributed.

4. Meeting rooms may not be used for private parties, wedding or baby showers, private receptions, or the like.

5. All library-sponsored programs will be given priority in room reservations.

6. Rooms will be assigned as requested on a space-available basis.

7. Notice of cancellation should be given the library twenty-four hours in advance. Failure to do so may result in loss of meeting room privileges.

8. Persons attending the meetings are subject to library rules and regulations regarding appropriate behavior. Programs may not disrupt the use of the library by others.

9. Library facilities must be left clean and in good order. **Failure to comply may result in loss of meeting room privileges.** Users must pay the cost of repair for any damages to facilities. The library assumes no responsibility for materials or equipment left in the building by users.

10. The library reserves the right to revoke meeting room privileges at any time.

11. Permission to use library facilities does not constitute an endorsement by the library staff or Board of any users or their beliefs.

12. Generally, no group or organization may use the meeting room more than twice a week. Exceptions may be granted. No more than two exceptions will be granted in any one year for any group without Board approval.

13. Organizations will be responsible for scheduling library-owned electronic equipment. Organizations using such equipment shall assume full responsibility for any damage to equipment while it is in their possession.
14. If the meeting room is to be used when the library is closed, a group representative must pick up a key to the library the day of the meeting. If given a key, lock the outside door as you leave and place the key in book drop. Loss of a key may necessitate replacement of lock and/or key at the expense of the responsible group or organization.

15. No materials, equipment, or furniture belonging to groups or organizations will be stored on the premises. Appropriate displays will be considered, but the library Board will not assume responsibility for such displays.

16. The director, or a designee, is authorized to terminate the meeting of any group that becomes disorderly or objectionable and to deny subsequent use of the meeting rooms to groups which violate these regulations. Groups are not to congregate in corridors and cause excessive noise that interfere with regular library operations.

17. In case a question is raised as to the objectives and activities of any organization or group requesting use of the meeting rooms, the Board of Trustees of the Riverside Regional Library shall be the final authority in granting or refusing permission for use of the rooms.

18. The Library shall post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

19. Tobacco products, alcohol, and weapons (concealed or otherwise) are prohibited in the meeting room.

20. If refreshments are served in the meeting room, they must be confined to the meeting room. No food or drink allowed in the public areas.

I have read the policies approved by the Riverside Regional Library Board regarding use of the meeting room and agree to abide by these policies. Failure to do so will mean forfeiting future use of the room by my group/organization and, if necessary, making payment for damage due to negligence.

Name of group or organization: 

Responsible Group/Organization Representative __________________________ Date ____________

Phone # of contact person: __________________________

Library Staff Member __________________________ Date ____________

(revised and approved by the RRL Board, July 22, 2010)