



## Meeting Room Use Policy

### Philosophy

The James V. Brown Library ("the Library") has established meeting rooms to provide space for Library programs and events that support the Library's commitment to education, community, and engagement. As a service to its users, the Library will make select meeting room spaces available for use by the public as outlined in this policy.

### Scope of Policy

The Meeting Room Use Policy applies to all spaces that fall outside of Library business. "Library business" includes Library-sponsored programs, events, and meetings facilitated by Library staff. "Library business" may also include programs facilitated by outside presenters and established community partners with (1) approval from the CEO & Director and (2) in compliance with the Library's Partnership Agreement and Presenter Expectations. Non-meeting space areas of the Library are not available for private or reserved use.

### Permitted Uses

When not in use by the Library, small group meeting rooms may be reserved by other organizations, groups, and individuals ("outside parties"). Library meeting rooms are available for activities of a cultural, educational, and civic nature. Meeting rooms are not available for commercial, fund-raising, or private events.

The Library subscribes to the American Library Association Bill of Rights which states: "Libraries which make...meeting rooms available to the public they serve...on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Meeting rooms are considered "limited designated public forums" subject to constitutional requirements that the Library screen applications on the basis of time, place, and manner.

#### Small Group Meeting Rooms

Small group meeting room spaces are limited in size and are intended for individual or small-group use. Permitted use of these spaces includes study, discussion, videoconferencing, and meetings of a non-commercial nature. Meeting rooms may not be used for events that are open to the public such as recruitment events or office hours.

Requests to use a small group meeting room space must be submitted at least two business days in advance following the procedure outlined on the Library's website. On-the-spot "Walk-In" reservations for small group meeting rooms may be made at the discretion of Library staff.

#### Large Group Meeting Rooms

Outside parties may not reserve large group meeting rooms. Large group meeting room spaces can comfortably accommodate ten or more people. These spaces are

only available for activities that are Library-sponsored or are part of a formal partnership with the Library.

### **Reservations**

Priority for reserving small meeting rooms is given to Library-sponsored programs, events, and meetings. When small meetings rooms are not needed by the Library, reservation requests are considered on a first-come, first-served basis. Reservations requests will be considered no more than thirty days in advance of the date requested.

The Library reserves the right to impose a limit on the frequency that small meeting rooms are reserved by an outside party. Standing reservations will not be made for small meeting rooms.

Small meeting room reservations are only available during the Library's regular operating hours. Small meeting room use must end and rooms must be empty fifteen minutes prior to closing.

The Library reserves the right to reject any reservation request. Small meeting rooms will not be available for use by outside parties who have demonstrated a history of unreliability in meeting Library requirements, policies, or expectations, including misrepresentation or falsification of any item related to application for meeting room use.

### **Requirements and Expectations**

All parties using a small meeting room space will follow Library and Lycoming County Library System (LCLS) policies. This includes but is not limited to the LCLS User Behavior Policy, the Library's Unattended Child Policy, and the Library's Photography, Filming, and Recording Policy.

Attendance may not exceed facility or room capacity.

Chairs and tables are available for use. It is the responsibility of all parties using the room to set up and arrange the furniture in the room and to return everything to its original condition before leaving.

All parties are responsible for providing any technical equipment not provided in the reserved space. Small meeting rooms are equipped with Wi-Fi. The Library cannot guarantee the functionality of any audiovisual equipment for any event.

The Library is not responsible for items left in its facilities. Storage space is not available, and Library staff will not provide porter service into or out of Library facilities.

Beverages with a lid, canned beverages and food are permitted in small meeting room spaces. Open fire, candles, Sternos, and other portable food devices are not permitted. Alcohol is not permitted. All garbage must be put in trash containers provided by the Library. Failure to return the room to its original level of cleanliness may result in the loss of small meeting room privileges.

Approaching Library users for the purpose of encouraging participation in an outside party's activities in a meeting room is prohibited.

No tape or adhesive of any kind may be used on the walls, windows, or furniture. Windows and doors may not be obscured so as to prevent line of sight into small meeting rooms.

The outside party representative who requests use of a small meeting room and/or signs in is responsible for maintaining order and for any damage to the room, its contents, and the adjoining areas of the Library. Any damage must be reported to Library staff immediately and an incident report form must be completed by staff.

Library staff may enter and remain in a meeting room at any time.

### **Cancellations**

The Library requests at least 48 hours' notice of a small meeting room cancellation, except in the case of inclement weather.

Every effort will be made to guarantee a reservation; however, the Library reserves the right to change or cancel a reservation due to facilities-related incidents.

If the Library closes due to an emergency or inclement weather, staff will notify outside parties with room reservations if possible.

### **Confidentiality**

Article IV, Section 428 of the Public Library Code (24 PA C.S.) dictates that all Library transaction records are confidential unless subpoenaed by law enforcement or a court of law. The Library extends this legal imperative to include use of Library spaces, including small meeting rooms.

Meeting room reservations that are not Library-sponsored are not visible on the Library's public program calendar and are only visible to Library staff. Small meeting room spaces are not sound-proof and include windows; as such, full privacy cannot be guaranteed.

### **Non-Endorsement and Indemnification**

The Library does not endorse specific beliefs or views, nor does granting use of our spaces convey or imply an endorsement of the viewpoints expressed by any outside party reserving a meeting room.

Any outside party holding a meeting in the Library must fully release and indemnify the James V. Brown Library and its officers, agents, and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting or program.

Approved by the James V. Brown Library Board of Trustees on August 15, 2024.