



## Ignacio Community Library Meeting Room Policy and Procedures

Ignacio Community Library (ICL) provides meeting rooms for community groups, agencies, and organizations, subject to the policies below. Permission to use Library facilities does not constitute an endorsement by the Library of the group's beliefs or policies. All use of ICL meeting rooms shall be done in accordance with applicable laws and shall be conducted on an equal opportunity basis.

- Meeting rooms are booked on a first come, first served basis.
- Reservations should be made at least 48 hours prior to the meeting but no more than three months in advance.
- Library use takes precedence over non-Library use of the meeting rooms. Organizations located within the Ignacio Library District have priority over organizations located outside the Library District.
- Meeting rooms may not be used for: political campaigns, rallies, or caucuses, religious services, private social functions, and events for which admission is charged or donations are solicited, employees are recruited, or products or services are sold.
- All meetings must remain open to Library staff.
- Individuals booking the meeting rooms must be at least 18 years of age. Teenage and children's groups must have an adult sponsor, age 18 or over, present during the entire meeting.
- The meeting sponsor shall be responsible for the orderly conduct of the group and for any damage to Library property. The individual who signs the application will be considered the official representative of the group and assumes responsibility for communicating Library policy to the group.
- The Library reserves the right to change or cancel any meeting and may reassign rooms based on the size of the group.

### **Rooms and Equipment Available**

The Ignacio Community Library offers several meeting rooms, which accommodate groups of various sizes and equipment needs. Equipment available for use is listed on the *Room Request Form*.

## **General Rules for All Rooms**

- Groups using the meeting rooms are responsible for protecting Library property. Any group leaving the room or equipment in poor condition may be charged for damages and/or denied another reservation.
- Users of the meeting rooms are responsible for set up and cleanup, within the hours reserved.
- Alcohol, tobacco, vaping, and drugs are not permitted on Library premises.
- Use of food and beverages must be pre-approved.
- No pins, staples, tacks, or tape may be used on the floor or walls. Only markers provided by the Library may be used on the White Board or Smart Board as other markers may damage the boards.
- Children under the age of 9 must remain with a responsible adult during the meetings as per library policy.
- Users will notify a Library staff member when the meeting is over. See below for instructions regarding use and closing of the McClanahan Community Room, which is the only room that may be used after the Library has closed.
- The Library reserves the right to impose additional rules or regulations upon any group.

## **Rules for the McClanahan Community Room**

In addition to the Policies and General Rules above, the following conditions are applicable to the McClanahan Community Room:

- The library requires a \$50.00 deposit for basic use, or a \$100 for use of audio/visual equipment. A Library representative will inspect the room upon completion of the meeting. If there is no damage or loss, the deposit will be refunded or returned within 48 hours. If the Community Room is used after the Library closes, a Library representative will inspect the room the following business day.
- A group representative must schedule an appointment to walk through the meeting room with a staff member for an explanation of equipment and systems 24 hours prior to the meeting time. If using the Community Room after regular Library hours, a key and briefing on security procedures will be provided at this time.

## **Reservations and Procedures**

One person shall be designated by the group to officially represent the organization and be the agent in communication with the Library. The person responsible for the group agrees to follow meeting room policies and procedures and will:

- Be 18 years of age or older and hold a current Library card.
- Complete the reservation form.
- Be responsible for the participants and the facility.
- Be present for the opening and closing of the room.

- Cancel a meeting room reservation as soon as possible if the meeting room will not be used.

The Library is not responsible for any equipment, supplies, or other items brought into the meeting rooms by any organization or individual attending a meeting.