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MEETING ROOMS

General Objectives

Democracy cannot flourish under repression or elimination of information and a free flow of ideas. The Danville Public Library endorses and supports the American Library Association 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 the individuals or groups requesting their use.

The library provides two rooms for use by the public: a large meeting room on the first floor and a smaller conference room on the second floor. The Danville Public Library meeting rooms are available without charge, except for a reservation fee, (See Code 3330) to nonprofit groups engaged in educational, cultural, intellectual, civic or charitable activities under the following guidelines:

Requirements

1. Meetings must be open to the general public. No admission may be charged, no collections may be taken, and nothing may be sold or solicited for profit. However, regular club dues may be collected.
2. The meeting rooms are not available for social functions (functions designed for entertainment through companionship with friends and associates such as receptions, showers, birthday parties, dances and mixers).
3. No tacks, nails or tape are to be placed in or on doors, walls, windows, or furniture. The library will allow the use of its picture hanging system or easels, if available.
4. In the case of paid registration at conferences or institutes, held in cooperation with the library, or payment of fees for regularly scheduled education courses sponsored by nonprofit organizations, an admission fee may be charged.

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5. Maximum capacity for the meeting room (first floor) is 78 persons, theater seating. It will seat less, depending upon the arrangement of tables and chairs. Maximum capacity for the conference room (second floor) is 15, with space for 10 additional chairs along the wall.
6. Permission to use the meeting rooms does not constitute an endorsement of the users or their beliefs by the library staff or board. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the library shall use the library as its official address. Storage of goods by organizations using the public meeting rooms will not be permitted.
7. Groups using the meeting room (first floor) whose meetings extend beyond the library's closing hour will be assessed a fee if a library employee must remain to secure the building. (See Code 3330.) The building must be vacated within two hours of the regularly-scheduled closing. The conference room is not available for after-hours use.
8. The library will arrange the meeting room according to the needs of the group.
9. Activities conducted at meetings must not violate any federal, state or local law, ordinance, or regulations, and must not cause any increased risk of injury to persons or property. This includes, but is not limited to, open flames.
10. Meeting rooms shall not be used in any way that materially interferes with the operation of the library or which causes a threat to the safety of library property or its patrons.
11. Users using the meeting rooms must comply with all applicable state and federal laws and regulations - such as hiring an interpreter or providing auxiliary aids required under the Americans with Disability Act when requested by the public.
12. Users using the meeting rooms may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.

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13. User agrees to pay for any security measures that the library determines are reasonably required in connection with any meeting proposed by the user. At least 48 hours prior to the meeting, user shall deposit such funds with the library, as the library reasonably deems necessary in light of the relevant circumstances, to cover the cost of such security measures. Any funds not required for such purpose and not required to pay for repair or cleaning shall be returned to the user within 30 days of the meeting.
14. For-profit organizations wishing to use the meeting room may request a reservation as outlined above at a fee listed in Section 3330, "Fines and Fees." All other rules and regulations stated in this policy will also apply to for-profit organizations in their use of the meeting room.

Responsibility

1. Groups should leave the meeting room in the same condition in which they found it. They must pay the cost for repair of any damages to any library property, the facility, or for the cost of any special cleaning to the property and/or facility. User agrees to pay for any special maintenance required and all damages done to the meeting room during the meeting. User also agrees to pay for all damage done to the library premises as a result of the meeting. The library reserves the right to require a deposit of funds sufficient to pay the cost of repairs and cleaning as reasonably anticipated.
2. Groups should refrain from excessive noise and must not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.
3. Youth organizations using meeting rooms must have at least one adult present at all times.
4. The library assumes no responsibility whatsoever for personal injury to any person or damage to the property of others.
5. The user is responsible for the supervision of all children who may accompany its members. Children should remain with the user or be supervised by an adult who must remain with them.

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6. Library staff will not take or deliver messages for meeting participants.
7. The contact person for each user is responsible for ensuring that each member of the group is aware of and abides by these regulations.
8. Anyone using the multimedia equipment agrees to be responsible for any damage that may occur to this equipment.

Refreshments

1. Light refreshments or box lunches may be served if permission is granted at the time of application. No hot food is permitted. Organizations are required to provide their own utensils.
2. Smoking is not permitted anywhere in the library or on library grounds. Alcoholic beverages may not be served or consumed. (See Code 3350, Denial of Service.)

Reservations

Reservations for the meeting room must be made in writing and are made through the library's office. They may be made from forty-eight hours to four months in advance. Reservations of five months or more in advance will be confirmed only after that date has been cleared with the Division Heads. The meeting rooms may be reserved for up to six hours in a single day. No group may reserve a room for more than twenty-six (26) times in a single year or four days in a single month. All requests for reservations must clearly describe the proposed use of the facility. Requests will be honored on a first-come, first-served basis.

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1. Library programs will be given first priority in reserving the meeting rooms. Nonprofit groups will be given second priority.
2. Notice of cancellation must be given to the library office at least one (1) full business day (9-5, M-F) in advance. Consistent failure to do so may result in the loss of meeting room privileges. If a user fails to appear for their scheduled meeting, they forfeit any fees paid at the time of reservation.
3. The library reserves the right to revoke meeting room privileges at any time for infringement of library policies and practices or in the case of acts beyond the library's control.
4. Users meeting on a regular basis may schedule for a full calendar year at a time. A new application must be submitted each year.
5. The library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification of the users.
6. In the event of a library building emergency or weather-related emergency, meetings may be canceled.

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Review Process:

1. User may appeal any decision of the library under this Meeting Room Policy to the Board of Trustees.
2. Such appeal shall be filed in writing with the Library Director within 10 days after notice of the decision is given to the user. Such notices shall be deemed to have been given to the user when the written decision is hand-delivered to user or when the written notice is sent to user by First Class or Certified Mail.
3. In the event of such an appeal, the Policy Committee of the Board of Trustees shall hold a hearing for the purpose of hearing evidence relevant to the appeal.
4. Within 30 days after conclusion of the hearing, the Policy Committee shall make a written recommendation to the Board of Trustees regarding the matter. After receipt of the written recommendation, no new evidence shall be heard by the Board of Trustees.

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