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**SECTION:** Library Facilities  
**SUBJECT:** Meeting Rooms  
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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. 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. All advertisements, mailings, and postings, whether print or electronic, must include the disclaimer, "This event is not endorsed or affiliated with Danville Public Library."
2. Users of the meeting rooms agree to abide by the library policy manual.
3. Meetings must be open to the general public. 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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4. No admission may be charged, no collections may be taken, and nothing may be sold or solicited for profit, *with the exception of authors holding book signings*. Regular club dues may be collected. 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.
5. No organization meeting at the library will use the library as its official address.
6. Storage of goods by organizations using the public meeting rooms will not be permitted.
7. The meeting rooms are not available for social functions, including but not limited to:
  - a. Social gathers or private parties (such as birthday parties, showers, etc.)
  - b. Fundraising events.
  - c. Programs which would interfere with library functions, disturb patrons, impede staff or cause harm to the building.
  - d. Programs or gatherings which present a clear and present danger to the welfare of the participants, staff, patrons or the community.
8. 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. Glitter is not permitted in either meeting room.
9. 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.
10. Groups using the meeting rooms near closing must finish their meeting and vacate the room at least fifteen minutes before close.
11. The library will arrange the meeting room in a U-shape or theatre seating.
12. 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, including matches, candles, incense, etc.; hazardous materials and/or weapons.

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13. 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.
14. 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.
15. 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. Meetings of individuals under 18 years of age must have an adult sponsor present and remain present throughout the length of the program or activity. Children aged 10 and younger must be accompanied by a parent or caregiver at all times in all parts of the library and adhere to the library's Children and Teens in the Library Policy (Code 3370).

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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 aged 10 and younger must be accompanied by a parent or caregiver at all times in all parts of the library and adhere to the library's Children and Teens in the Library Policy (Code 3370).
6. Library staff will not take or deliver messages for meeting participants, except in cases of medical emergency.
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 (including finger foods, cookies, coffee, etc.) or box lunches may be served if permission is granted at the time of application. Organizations are required to provide their own utensils.
2. No food may be prepared on library premises. Use of electric cooking or warming appliances, such as crock-pots, woks, trays, or chafing dishes with open flames are not allowed. Coffee makers are permitted but may not be stored on library property.
3. A kitchenette is available in the meeting room, suitable for serving light refreshments and clean up.
4. Leftover food, beverages, and serving items must be discarded or removed from the library by the user.

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5. Users serving refreshments must complete all cleanup before the end of their meeting room reservation and prior to leaving. Cleanup required will be charged at \$25 an hour with a minimum of \$25. Food and beverages, except in authorized containers, are not permitted in another other part of the library.
6. Smoking, including tobacco and/or cannabis, 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**

1. Library programs will be given first priority in reserving the meeting room.
2. The library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification of the users. The library will provide the affected group as much notice as possible and refund any associated fees.
3. Reservations for the meeting room must be made in writing and are made through the library's office and/or website no earlier than twelve months in advance or later than 48 hours prior to the event.
4. The meeting rooms may be reserved for up to four 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.
5. All requests for reservations must clearly describe the proposed use of the facility. Requests will be honored on a first-come, first-served basis.
6. The library reserves the right to designate which room will be assigned for use. Requests for a certain room will be honored whenever possible.
7. Library programs will be given first priority in reserving the meeting rooms.

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8. The user reserving the room must have a Danville Public Library card, or State ID, when reserving the room. This user is to be the designated contact person and is responsible for scheduling supervising the activities of the group, and is jointly and severally liable for any damage caused by the group.
9. Groups reserving meeting rooms agree to hold the library harmless from any liability for any damages, claims or incidents that may arise out of the group's access to and use of the meeting rooms.
10. Notice of cancellation must be given to the library office at least one (1) full business day (9-5, M-F) in advance. 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.
11. 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.
12. In the event of a library building emergency or weather-related emergency, meetings may be canceled and refunds will be issued within 30 days.

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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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