

## GLOBE PUBLIC LIBRARY

### MEETING ROOM USE POLICY

#### 1. Purpose

Meeting room facilities of the Globe Public Library are open to individuals, organizations, and groups engaged in educational, cultural, intellectual, and charitable activities. As such, it becomes necessary to establish policies to ensure that the facilities are made available to the public community as often as possible. Therefore, the following policies have been established to ensure continual public access to the library while still enabling special interest groups the opportunity to frequently use the facility.

#### 2. Policies

- A. Except as otherwise restricted in this policy, the meeting room facilities are available on an equitable basis. No group or individual use shall be excluded based on the subject matter to be discussed or the ideas the group may advocate. The Board of Trustees or the Library Director may post notice near the meeting room that the Board or City of Globe do not necessarily advocate or endorse the view points expressed in meetings held in the facilities.
- B. The Library Director or Board of Trustees may impose such rules and regulations on the use of the facilities as may be necessary to protect and preserve all facilities, materials, and equipment. Any violation of such rules or any State, Federal or local law shall result in loss of the right to use the facilities.
- C. Reservations are available on a first-come first-served basis. Scheduling shall be arranged through the Library Director.
- D. All regularly scheduled library programs will have priority over non-library programs.
- E. No meetings will be allowed in the library if there is any commercial intent or solicitation for profit or sales from the group or organization holding the meeting.
- F. Before use of the meeting room is authorized, an application for use of the meeting room must be completed. (See Appendix "B") The name of the group, the number of people expected, and the name, address, and telephone number of a responsible party for the group must be given at the time arrangements are made to reserve the room. In addition to the foregoing information, the applicant shall state the educational, cultural, intellectual, or charitable activity to be conducted. Use may be denied if the librarian determines that the facility cannot serve the number of people expected to attend.
- G. All meetings must be open to the public, and there shall be no admissions charged, sales presentations, sales transactions or commercial endeavors of any kind. Personal or invitation only gatherings shall not be allowed. No individual shall be excluded on the basis of race, color, religion, sex, or national origin.

H.No group or individual shall be allowed to use the facilities more than three (3) times in a six month period, except that bonafide and recognized non-profit groups which meet on a regular basis for a public service, such as Alcoholics Anonymous, may schedule the room for regular meetings three (3) months in advance.

I.Smoking is not allowed in the library. Alcoholic beverages and illegal drugs are not allowed in the building at any time.

J.Refreshments may be provided by the group during meetings. No cooking or serving utensils are provided. The group representative shall be responsible for cleaning and leaving the room in an orderly condition.

K.The group representative assumes full responsibility for paying for damage to the room or furniture, as well as any cleanup fees deemed necessary by the Library Director.

L.The seating capacity of the meeting room will accommodate 24 people. Some audio-visual and other equipment is available for use. Separate arrangements must be made for use of the equipment through the Library Director at least forty-eight (48) hours prior to the meeting.

M.One (1) letter-sized poster may be displayed announcing a meeting on the library premises. No other solicitation or advertisement shall be allowed on library premises.

N.Meetings may be scheduled during the library's open hours. At the sole discretion of the Library Director, meetings may be allowed after closing.

O.The library does not carry insurance on, and is not responsible for equipment, supplies or other items owned by groups using the meeting room. The library will not provide storage for any materials or property of groups using the facilities.

May 2, 1994

Date

Approved by the  
Globe Public Library  
Board of Trustees

May 2, 1994

Date

Approved by the  
Globe City Council

APPLICATION FOR USE OF MEETING ROOM

I declare that the group/agency I represent is non-commercial, and (1) I have read and agree to comply with the rules regarding the use of the meeting room and (2) I relieve the Board of Trustees and the City of Globe of all responsibility for any injury to, or articles lost or stolen from, any person attending a meeting in the meeting room.

Name of group/agency \_\_\_\_\_

Name of contact person for group \_\_\_\_\_

Address of group/agency \_\_\_\_\_

Telephone number \_\_\_\_\_

Time and date of meeting \_\_\_\_\_

Number of people anticipated to attend \_\_\_\_\_

What educational, cultural, intellectual or charitable activity will be conducted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Phone No. of Applicant \_\_\_\_\_

Today's Date \_\_\_\_\_

For library use only:

Use of the meeting room is:

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Library Director