

Meeting Room Policy

Gates Public Library

1. Control of Meeting

The Meeting Room in the library is under the sole control of the Library Board of Trustees, with the Library Director administering policy established by the Library Board.

2. Purpose of Meeting Room

The above listed meeting room is designed and intended to directly aid and supplement the activities of the library. As a secondary purpose, the room can be used for the gathering of a non-profit scientific, literary, civic, cultural or educational group. The room is not intended as public halls for general use, and are not available for profit making groups/individuals.

3. Priorities Granted In Use Of Meeting Room

As the purpose of this rooms is to aid and supplement library activities, all library sponsored programs and use will have first call for this room. Times reserved for library sponsored activities cannot be displaced. Library sponsored shall be interpreted as those activities organized and sponsored by the library staff, Friends and volunteers with the consent of the Library Director. (Staff use of rooms is governed by Administrative Directive on Library Programs.)

In addition to library programs, internal library use of meeting rooms covers staff meetings, training, etc.

4. Use By Groups Not Library Sponsored

After library needs for meeting space have been filled and assigned to a schedule, meeting room space may be requested by groups pending the approval of the Library Director for a single time use. Gates organizations will be given priority over all other groups. The meeting room is not available on Sundays, holidays or at times when the library is closed. The person signing out the meeting room will be responsible for any damage to the room.

Organizations who wish to arrange for a number of meetings in the library should approach the Library Director with their request. If the Director finds the organization's goals are compatible with the library's written goals and will help the library achieve those goals, the Director may agree to permit the organization's request for meeting space, with the understanding that all requests must have a definite terminations date, and that acceptance of one program in one year does not obligate the library in the future. The Director will report on such decision in the monthly report to the Trustees.

5. Rules For Library Meeting Room Use

- A. All groups booking use of room must represent non-profit groups, of a scientific, literary, cultural, civic or educational nature.
- B. Only one date can be booked at a time during regular library hours (groups seeking multiple bookings: refer to Library Board's Meeting Room Policy).
- C. Groups violating the following use conditions may be barred from future bookings:
 - 1. No Smoking
 - 2. No Alcoholic Beverages
 - 3. All meetings open to the public.
 - 4. No entrance fees charged, nor contributions collected, save voluntary contributions to offset the cost of refreshments.
 - 5. All meetings must end before 9:00 P.M. (or before library closes).
 - 6. Room must be restored to original condition.
 - 7. All publicity releases to be submitted in advance to the Library Director. If there is a problem with release as submitted, the Director will request the group modify the release before approving.
 - 8. Capacity of meeting room limited to 70. Applications for use must be signed before meeting room is reserved.
 - 9. The group shall be responsible for the conduct of the members and guests during the period of time in which the meeting of function is being held.
 - 10. Agreement for use of meeting room must be completed and approved by Director before room reservation is confirmed.
 - 11. ADA: It is the responsibility of the group booking the meeting room to provide interpreters, assistive devices, or any other requested aid to disabled people in accordance with the Americans with Disabilities Act. The Gates Public Library does not provide these services to outside groups. In addition, any publicity for this meeting must carry a statement about the group's adherence to the ADA.

Adopted: January 1969

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