

# Carlock Public Library District

## Meeting Room Policy

### **Introduction**

The Carlock Public Library's meeting room may be reserved for use by adult residents of the Carlock Public Library District. Permitted uses of the meeting room shall be consistent with the Library's mission of providing educational, informational and recreational services to the residents of the Carlock Public Library District.

### **Limitations and Conditions**

Use of the meeting room does not constitute the Carlock Public Library District's endorsement of the viewpoints expressed by those using the meeting room.

Use of the meeting room will not be denied to any person or organization because of race, color, religion, national origin, ethnic origin, gender, marital status, sexual orientation, or any other characteristic protected by law.

The Carlock Public Library District, its Trustees, and its staff shall be held harmless and indemnified by users of the meeting room for any and all damages, costs, or injuries which may arise from the use of the Library's premises.

The Carlock Public Library District shall not be responsible for equipment, supplies, materials, or any other personal property owned by those using the meeting room.

No illegal activities are permitted anywhere on the Carlock Public Library District's property. No firearms, smoking, vaping, alcohol, illegal drugs, or cannabis in any form are permitted anywhere on the Carlock Public Library's property.

Occupancy of the meeting room is no more than 50 people.

### **Reservations Required**

A signed Reservation Request Form must be submitted to the Library Director at least one week prior to the starting time of the proposed use of the meeting room. The person submitting the Reservation Request Form must be at least eighteen (18) years of age and a resident of the Carlock Public Library District.

The Library Director shall approve or deny the Reservation Request within seventy-two (72) hours after receiving the Reservation Request Form.

Reservations for use of the meeting room will be limited to no more than two (2) hours, unless special circumstances require a longer meeting time. Reservations for meeting room use will be limited to times between 9 a.m. and 9 p.m. and on only those days the Library is regularly open for business.

Extensions of meeting room use beyond the two-hour limit will be approved at the discretion of the Library Director. Approval of a time extension will be based on the availability of Library staff and the time of day for which the meeting is scheduled.

### **Meeting Room Monitor**

When a meeting is scheduled beyond the Library's regular operating hours, the group reserving the meeting room should appoint a Room Monitor. The Room Monitor will be entrusted with a key to the Library and will be responsible for closing and locking the library building when the scheduled meeting concludes. The Room Monitor must meet with the Library Director prior to the scheduled meeting and receive instructions on how to properly close and secure the library building.

If no Room Monitor is designated by the group reserving the meeting room, the Library Director will arrange for a Library employee to serve as the Room Monitor. A fee will be charged to the group reserving the room which is sufficient to reimburse the Library for the salary expense of Library staff.

The Library has the right to terminate the meeting if the meeting room policy is not being followed.

### **Remote Meetings**

Equipment for remote meetings is available for use by all users of the meeting room, if the remote equipment is requested on the Reservation Request Form. To use the remote equipment the group reserving the meeting room must identify a remote Operator. The remote Operator must meet with the Library Director prior to the scheduled meeting and receive instructions on the use of the remote equipment.

If the group reserving the meeting room requests a Library staff member be in attendance to operate the remote equipment, a fee will be charged sufficient to reimburse the Library for its salary expense.

### **Reservation Fees**

No fee will be charged for the non-commercial use of the meeting room by residents of the Library District, unless it is necessary for the Library to provide a Room Monitor and/or a remote Operator.

No fee will be charged for use of the meeting room by other governmental units within the Library District, unless it is necessary for the Library to provide a Room Monitor and/or a remote Operator.

A fee of \$15 per hour, or partial hour, will be charged for the commercial use of the meeting room by residents of the Library District. The room fee will be charged for the entire duration of the meeting, regardless of whether the Library is open or closed to the public. If the Library provides a Room Monitor and/or a remote Operator, an additional fee will be charged sufficient to reimburse the Library for its salary expense.

Commercial use of the meeting room is defined as a for-profit venture for the person or organization that is renting the Library's meeting room.

When the Library provides a staff member to perform the duties of a Room Monitor or remote Operator, the group reserving the meeting room will be charged a fee of \$15 per hour as reimbursement to the Library for its extra salary expense.

All fees must be paid to the Library prior to the commencement of the meeting room use.

### **General Information**

The Library will provide, upon request, meeting room users with a coffee pot, a hot water pot, and access to refrigeration. Users of the meeting room may provide refreshments to participants in the meeting, if those refreshments remain in the meeting room.

Users of the meeting room will return furniture to its original placements and will do any clean-up necessary to restore the area to its original state.

Users of the meeting room will confine their activities to the meeting room and not interfere with the Library patrons and the regular operation of the Library.

**Reservation Request Form for  
Carlock Public Library District's Meeting Room**

Name of Organization \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Type of Meeting      Commercial      Non-Commercial      Governmental      (circle one)

Estimated Number of Participants \_\_\_\_\_

Will Coffee Pot or Refrigerator Be Needed?      Yes      No      (circle one)

Will Remote Meeting Equipment Be Used?      Yes      No      (circle one)

Time Requested:      Date \_\_\_\_\_      Meeting Start Time \_\_\_\_\_      End Time \_\_\_\_\_

Describe Special Circumstances for Meetings Longer Than Two Hours \_\_\_\_\_

Room Monitor:      Name \_\_\_\_\_      Phone \_\_\_\_\_      Email \_\_\_\_\_

Remote Meeting Operator:      Name \_\_\_\_\_      Phone \_\_\_\_\_      Email \_\_\_\_\_

Room Fee @\$15/hr:      Fee \$ \_\_\_\_\_      (Commercial Use Only)

Room Monitor Fee @\$15/hr:      Est. Fee \$ \_\_\_\_\_

Remote Meeting Operator Fee @\$15/hr:      Est. Fee \$ \_\_\_\_\_

Applicant:      Name \_\_\_\_\_      Phone \_\_\_\_\_      Email \_\_\_\_\_

I am an adult eighteen (18) years of age or older. I have read the Carlock Public Library District's Meeting Room Policy. I, and the group I represent, agree to abide by all policies and procedures governing the use of the Meeting Room. The organization or group I represent shall indemnify and hold harmless the Carlock Public Library District, its Trustees, and its staff for any and all damages, costs, or injuries which may arise from its use of the premises.

Applicant's Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Approved by: \_\_\_\_\_      Date: \_\_\_\_\_