

POLICY

Subject: Meeting Rooms
Adopted: September 13, 2011
Amended: June 11, 2019
Reviewed: June 1, 2021

As a service to the community, the Dickinson County Library offers meeting rooms in the Main Library. The primary purpose of the meeting rooms is for library activities, including programs presented by library staff and the Friends of the Dickinson County Library. When meeting rooms are not being used for library activities, they are available for reservation at no charge to present programs or to hold meetings which serve the community's needs for education, information, and cultural enrichment. Access will be on equal terms, on a first come, first serve basis regardless of the beliefs or affiliations of individuals or groups requesting use. Use of the library meeting rooms does not imply endorsement by the library staff or Trustees of the viewpoints presented. The terms for public use of the meeting rooms are:

1. Meetings must not be of a nature which would interfere with the normal operations of the library.
2. Library sponsored or co-sponsored programs take precedence over other groups at all times. The library reserves the right to change or cancel reservations in emergency situations.
3. Rooms are available on a first-come, first-serve basis. Groups are encouraged to reserve rooms in advance.
4. Meeting rooms are not available for the use of personal or family purposes, or for-profit affairs.
5. Only the library or the Friends of the Dickinson County Library may sponsor a fund-raising or purely social program in the library.
6. No group using the meeting rooms may charge a fee or ask for donations. No items or services may be sold or advertised, except for Library sponsored programs in which titles/materials by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Dickinson County Library. The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer, his/her representative or a Friends of the Library member collects payment, not library staff. This exception is made as many of these works are published by small presses or are locally produced and it is a service to library patrons to make them available.
7. A group composed of minors (under eighteen years of age) must have an adult chaperone attend the meeting. This person must also schedule the program.
8. The library meeting rooms are available only during the open hours of the library.
9. The name, address or telephone number of the library must not be used as the official address or headquarters of an organization.

10. Publicity for a meeting by a non-library group in a library meeting room must not be worded in a manner which would imply library sponsorship of the group's activities.
11. If a group requires the library's audio-visual equipment, the user must seek prior approval, be thoroughly trained in advance and will be held responsible for any damage to hardware or software.
12. No smoking or alcoholic beverages are permitted anywhere in the library.
13. If a group reserving the room cancels a scheduled meeting, the applicant must cancel the meeting as soon as possible.
14. Each organization assumes the full responsibility for any damages incurred resulting from the use of meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the rooms.
15. Groups are responsible for cleaning up after their meeting and leaving the room as they found it.
16. The library is not liable for injuries to people or damage to or loss of property of organizations using the meeting room.
17. Granting the use of its meeting room does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.
18. Failure to abide by any of these rules or to cooperate with library staff may result in loss of meeting room privileges.
19. The room must be vacated 15 minutes prior to the closing of the library. Due to tight schedules, each organization will be admitted to and must vacate the room at the appointed time.
20. Beverages and light snacks are permitted in specific rooms if prior approval is obtained. There are no kitchen facilities available on site.
21. Use of the meeting room may be subject to the approval of the Director. Appeals of the denial of use of the meeting room may be made to the Library Board. A group denied access to the meeting rooms may submit a written request for a hearing before the Library Board or a committee appointed by the Board. The hearing must be requested within three (3) working days of the denial of the meeting room reservation request. If the hearing is requested in writing in a timely manner, it shall be held within seven (7) working days. At the hearing the group shall appoint a representative to present arguments or have them represented by an attorney. A written decision of the Library Board (or committee) with reasons shall be sent to the individual within seven (7) days.
22. A list of group members authorized to use the space on behalf of an organization and a signature of an organizational representative acknowledging the terms and conditions of the meeting room use will be kept on file for up to a one-year period. Updates may be made at any time and new forms will be required each January, or the first time a group uses the room during the calendar year.
23. A group representative must check in and check out at the desk for each meeting.

BRANCH LIBRARIES

The Solomonson and North Dickinson Branch Libraries do not have public meeting spaces available.