

Policy Name: Meeting Room Policy

Eligibility

- I. Library meeting rooms may be used by local non-profit organizations of an educational, civic, cultural or professional nature. In cases where non-profit designation is not readily apparent, proof of IRS 501 (c) (3) tax-exempt may be required to establish eligibility.
- II. For profit organizations may use the library meeting room for non-profit purposes, subject to approval by the Crawford County Library System.
- III. A signed Crawford County Library System Meeting Room Policy must be on file prior to any individual or organization reserving a library meeting room.

Priority

The following groups/organizations may receive priority when reserving a meeting room:

- A. Library sponsored or co-sponsored events.
- B. City, County or State governmental units
- C. Non-profit organizations

Restrictions

- I. Meeting rooms must be reserved by an adult and that adult must be present for the entirety of the event.
- II. No individual or organization which holds an event at a library meeting room may charge a fee of any kind.
- III. Library meeting rooms may not be used for solicitation of any kind.
- IV. Library meeting rooms may not be used for illegal purposes.
- V. Library meeting rooms may not be used for riots or for purposes that may incite a riot.
- VI. Library meeting rooms may not be used for the immediate or future promotion or sale of products, services or memberships.
- VII. No individual or organization will be allowed to store personal or organizational items on any property to the Crawford County Library System without prior consent of the Crawford County Library System.
- VIII. Library meeting rooms may not be reserved more than 3 months in advance.
- IX. No individual or organization will be allowed to reserve or use a meeting room more than twelve (12) days total in any calendar year. Of the twelve (12) days total, no individual or organization will be allowed to reserve or use a meeting room for more than five (5) consecutive days.
- X. No person's right to attend a meeting or program will be denied or abridged because of national origin, age, race, sex, background, views, sexual orientation or disability. No person's right to attend a meeting or program of a non-profit will be denied or abridged because of membership or lack of membership in that organization or group.

- XI. No alcoholic beverages may be present on any property operated by Crawford County Library System.
- XII. All of the Crawford County Library System facilities are strictly NON-SMOKING areas.
- XIII. No event may exceed a library's normal operating hours unless prior approval is granted by the Crawford County Library System.
- XIV. The use of a library meeting room is subordinate to the daily operational function of the Crawford County Library System. Excessive noise or any activity that interferes with the daily operation of the Crawford County Library System will not be allowed.

Advertisements

- I. All publicity by any individual or organization about a meeting or event that is being held at a library meeting room must clearly state that the library is the site of the meeting, not the meeting sponsor, and all publicity must state that the views and opinions of the authors expressed herein do not necessarily state or reflect those of the Crawford County Library System.
- II. A library meeting room must be reserved and confirmed prior to the posting or expression of any public announcement or advertisement.
- III. Any public announcement or advertisement citing a library as the meeting place must be approved by the Crawford County Library System prior to its disbursement.
- IV. The agreement of the Crawford County Library System to allow usage of a library meeting room does not imply that the library advocates or endorses the views or opinions associated with any individual or organization using a library meeting room.
- V. The individual or organization that has reserved a library meeting room for an event that is not sponsored or co-sponsored by the Crawford County Library System is responsible for the providing of the date of the event, directions to the event, and any other relevant information including changes.
- VI. No individual or organization that has reserved a library meeting room for an event that is not sponsored or co-sponsored by the Crawford County Library System is allowed to distribute the library's telephone number in conjunction with promotion of the event.

Operations

- I. All library meeting rooms must be cleaned and all trash must be removed by the individual or organization that reserved the library meeting room immediately following the conclusion of the individual or organization's use of the library meeting room.
- II. The individual or organization that reserves a meeting room is responsible for the setup and break down of the library meeting room. Crawford County Library System does not provide technical assistance. Nothing is to be attached to any walls or doors, including decorations or promotional materials.
- III. If an individual or organization receives permission to use a library meeting room in excess of normal operating hours, it is their responsibility to ensure all doors are locked, all lights are turned off, and all other electronics and accessories are powered off.
- IV. Keys to a library meeting room may be picked up during regular business hours, no sooner than the day before the scheduled event. All keys shall be placed in the book drop after locking the meeting room doors. There is a \$10 replacement fee charged for lost or unreturned key cards.

- V. An individual or organization with a library meeting room reservation is responsible for notifying the Crawford County Library System of a cancellation at least 24 hours prior to the reservation.
- VI. Individuals or organizations reserving the library meeting rooms are solely responsible for obtaining any insurance, permits or licenses that may be required.

Termination of Privilege

Failure to adhere to the above policy in any way may result in termination of an individual or organization's privilege to use a library meeting room.

After-Hours Emergency Contact information:

Main: Eva Klein 479-755-5202

Alternate: Taylor Newby 479-561-1622