



## Public Meeting Room Policy (August 2017)

The Riverside Public Library provides meeting rooms to serve the needs of the Library and the Riverside community. Library meeting rooms are designed primarily to meet the operational needs of the Library. When not needed for Library use, meeting rooms are available on a first-come, first-served basis for eligible individuals and qualified groups as a public service for meetings that are educational, informational, cultural, political, civic or charitable. Use of meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in programs. In making such rooms available, the Library aspires to meet the principles set forth in the Library Bill of Rights.

All meetings must be open to the public without charge. Public meeting rooms are not available for use for business activities such as product sales or promotions or worship services. Use of meeting room for Library programs and Library affiliated programs takes precedence over use by outside groups.

This policy is for use of the Library for outside groups and does not apply to Library programs; Library sponsored programs, or approved use by the Riverside Public Library affiliated groups.

### **I. GENERAL RULES**

- A. Use is restricted to nonprofit, noncommercial group meetings. The meeting rooms may not be used for: social gatherings such as private parties; profit making purposes or for promotion or presentation of products or services. Exceptions for after-hour special events will be addressed individually by the Board of Trustees. (See *Application for Use of Library for Special Events* form.)
- B. Meeting rooms are available during the Library's regular operating hours only.
- C. Use of meeting rooms may not interfere with normal library operations. Groups must remain in the room to which they have been assigned. Noise generated by the group cannot disrupt normal library activities.
- D. Meetings must dismiss no later than fifteen minutes prior to the library closing. If groups wish to remain later, prior notice must be requested and approved in advance by the Library Board of Trustees which includes additional fees paid to cover the cost of hiring personnel to close/lock the building. Groups must commit to the amount of extra time and pay for it ahead of time. The fee is not refundable even if the extra time is not used. Arrangements for late closing will be made by the Director and require at least one week's prior notice.
- E. Groups using meeting rooms are responsible for setting up the room to their requirements and returning furniture to its proper place upon completion of activity. Rooms must be left reasonably neat with all trash in the receptacles provided. Signs and decorations may not be taped or stapled to walls or doors. No physical changes in the meeting rooms are permitted except for rearrangement of furniture. No additional furniture or equipment, other than that already available in the meeting room, will be provided.
- F. The library has no facilities for storage of any kind.
- G. Advertisements for meetings held in the Library, but not Library sponsored, may not be displayed in such a manner as to suggest Library sponsorship.

- H. The Library does not have personnel to assist with meetings or programs or to help set-up or clean-up.
- I. Permission to use meeting facilities may be withheld from groups who on previous occasions have damaged the facilities, carpet, equipment, or furniture, or caused a disturbance or in any other way failed to comply with these rules.
- J. Groups may not assign reservations to another group.
- K. Space is available for children's groups if sponsored and supervised by a person or persons 18 years or older. Unsupervised children are not to be dismissed into public areas of the library.
- L. The library reserves the right to restrict usage. The Rules of Conduct Policy must be adhered to.
- M. There are three rooms available for use by qualified groups. They are: the Public Meeting Room on the lower level; the Storytime Room in the Youth Services area; and the Quiet Reading Room on the upper level west end.
- N. Meetings must be open to the public unless the reserving group has noted otherwise in the reservation. The Library reserves the right to monitor all meetings held in the Meeting Rooms. Library staff will be allowed to enter any meeting room to ensure adherence to Library policies and/or to ask groups to vacate the building before Library closing.
- O. No admission charge, collections, or money raising activities may take place at any meeting in the library, unless all proceeds are to go to the Library. Groups may charge attendees for the actual costs of materials.
- P. Neither the name, address, nor telephone number of the Riverside Public Library may be used as the address or headquarters for any group using the Library for meeting purposes.
- Q. Groups using the meeting rooms may not deny access on the basis of and including but not limited to gender, race, religion, sexual orientation or physical/mental ability.
- R. Smoking is not permitted anywhere in the building or within 30 feet of the entrances.
- S. Alcoholic beverages are not permitted anywhere in the building unless preapproved with proper insurance and licensing.
- T. Use of any flames is prohibited, including matches, candles, incense, etc.
- U. Classes involving the use of hazardous materials are not permitted.

## **II. RESERVATIONS/APPLICATION**

- A. The person responsible for reserving a library meeting room must be a Riverside resident age 18 or older, and holder of a Riverside Public Library card.
- B. The card holder is personally responsible for group meetings, behavior, damage, breakage, theft, or misuse of library or facilities. The library's public liability insurance

does not cover user negligence, nor will it protect the user if a suit is filed against them.

- C. A large screen television and video recorder/players are available for use, as well as projection/presentation equipment. Any equipment use must be requested in advance.
- D. Room reservations and arrangements must be made through the Library's Administrative Assistant.
- E. Card holders must fill out an application form the first time they reserve a meeting room and at least once a year thereafter.
- F. The Library reserves the right to cancel any reservation by giving at least 48 hours' notice. Exception would be if there is an emergency closing of the building due to weather, lack of public utilities or danger in or near the building not within the control of the Library.
- G. After the twelfth scheduled meeting by any organization, reservations can be made at most three weeks in advance.
- H. There is a \$20 daily fee for all qualified groups and eligible individuals to use any of the public meeting rooms of the library, unless it is a function that benefits the library. There is an additional \$20 daily refreshment fee for all qualified groups who use the public meeting room of the library, unless it is a function that benefits the library. (See below) Costs for after-hours special events are listed on the *Application for Use of Library for Special Events* form.

### **III. REFRESHMENTS & EQUIPMENT USE**

- A. Food and refreshments brought in by the group may be served. Supplies, preparation and clean-up are the responsibility of users, not the library staff. The Library has available a sink, small refrigerator, and coffee makers. Any items used must be washed and kitchenette cleaned by users. Please allow time after the meeting to clean up.
- B. A \$20 fee will be charged to any group which serves refreshments. The fee must be paid at the time the reservation is made.
- C. Refreshments may only be served in the main Public Meeting Room on the lower level and in the Quiet Reading Room.

Approved by the Riverside Board of Trustees August 8, 2017