

Library Administrative Policy

Approved: 03/16/2016

Revision Date: 01/25/2021

SUBJECT: Siloam Springs Public Library Meeting Room Policy

PURPOSE: To Establish Guidelines for Use of the Meeting Room in the Public Library

Siloam Springs Public Library Meeting Room Policy

The Siloam Springs Public Library provides meeting rooms for use by area residents and groups. Usage shall not be denied or abridged because of national origin, age, race, sex, sexual orientation or disability. Library personnel shall have open access to meeting rooms at all times.

1. Priority

The meeting room is intended for use by community members. Library programming and city meetings will take priority over other uses of the meeting room. All other eligible groups will be scheduled for meeting time on a first-come, first serve, time-available basis. There may be occasions when an existing meeting room reservation may have to be cancelled due to library programming. Every effort will be made to avoid this. However, the Library reserves the right to change meeting room times and locations if a conflict with Library programming should occur.

2. Scheduling a room

- a. Meeting rooms are available 7:30 AM – 10:00 PM. The meeting room(s) must be vacated by 10:00 PM.
- b. We have 2 meetings rooms for use – Meeting Room A and Meeting Room B. We can combine these rooms into one big room. Groups/ individuals using the meeting room will be assessed a room use fee. The Library, City of Siloam Springs, and Friends of the Library are exempt from this fee.

	Meeting Room A	Meeting Room B	Meeting Room A & B
Total Occupancy with tables & chairs	48	72	120
Total Occupancy with chairs only	64	83	149
Total Occupancy without tables & chairs	130	200	330
Access to Counter area	No	Yes	Yes
Use Fee (4 hours or less)	\$5.00	\$10.00	\$15.00
Use Fee (More than 4 consecutive hours)	\$10.00	\$20.00	\$25.00

- c. There is a \$50.00 key deposit fee payable by check for meetings that are held after hours. This is in addition to the charge for using the meeting room. The deposit will be returned after the key is returned. After hours will be determined by the ending time of the reservation. Keys are to be picked up before the meeting begins and are to be dropped in the book drop on the side in the building after the meeting is done.
- d. Booking for the new calendar year opens to the public on October 1 of the preceding year. A Siloam Springs Public Library Meeting Room Request form must be completed and returned with the appropriate fee to the Library before the request will be scheduled. Request form must list a primary contact person and a secondary contact person. All people reserving the room must be 18 years of age or older. The person submitting the request must have a current library card. The manager/assistant manager will need to approve other forms of ID. The person signing the form assumes all legal and financial responsibility for damages to Library facilities incurred using the Library's meeting room(s). This responsibility includes, but is not limited to, the cost of cleaning up the rooms. The person signing the form and a staff member will do a room check prior to using the room. The person using the room is to let staff know when they are done with the room and provide a count of how many people were in the room. Late arrivals will forfeit the room after 30 minutes, resulting in loss of the reservation fee.
- e. A tentative reservation for a meeting room may be made by telephone for a single, non-recurring use. An official representative of the group with a current library card or valid and current government issued photo ID must complete the Siloam Springs Public Library Meeting Room Request form and submit applicable fees within one week of the telephone reservation. Groups calling less than one week before a scheduled meeting should complete the form and submit applicable fees the next day if possible. The room will be available for another group to book if the meeting room request form is not completed and returned within one week.
- f. Except for Library-sponsored programs, City of Siloam Springs, or Friends of the Siloam Springs Public Library, no group may use the Library's meeting rooms more than 12 days per calendar year or more than 3 consecutive days.
- g. Cancelling an event requires a 72-hour notice prior to the event. Reservations cancelled less than 72 hours in advance will result in forfeiture of the room reservation fee. The library reserves the right to cancel reservations or withdraw meeting room availability should emergency conditions or unforeseen situations warrant such action. If the library closes due to adverse weather conditions or other emergency situations, every effort shall be made to notify individuals or organizations scheduled to use a meeting room. If the library cancels the reservation, then the reservation fee will be refunded regardless of the amount of time before the cancellation. Entities making more than 3 cancellations in a year will be denied use of meeting room(s) for one year after the last cancellation.

3. Advertising the event

- a. Permission to use a library meeting room does not in any way constitute an endorsement or approval by the library of the beliefs, positions, or actions of anyone using the facility. A Library meeting room should be reserved and confirmed prior to the posting or expression of any public announcement or advertisement identifying the Library as the meeting location.
- b. An individual or group that has reserved the Library meeting room for an event that is not sponsored or co-sponsored by the Siloam Springs Public Library is responsible for publicizing the date of the event, directions to the event and any other relevant information. The individual or group is responsible for letting appropriate parties know if the event has been cancelled or changed. The use of the name, address, or telephone number of the Siloam Springs Public Library as the address or headquarters for any group or organization is prohibited. Advertising or notices generated by a group or organization for a meeting or event in a library meeting room may use the library name, address, and room designation only for informational purposes, and may not claim or imply any endorsement.

4. Meeting room restrictions

- a. There must be a clear pathway to the doors for fire escape exits at all times.
- b. Except as provided below, the library meeting room is not to be used for any commercial purposes. These include bazaars, sales, and programs designed to advertise or promote the purchase of products or services. The Library Manager may permit commercial sales that are incidental to events or programs that are sponsored by the library. Individuals or non-profit organizations may charge for the cost of supplies (ex. craft workshops, writing workshops, etc.). Non-profit groups may collect membership fees.
- c. No social events are allowed. This includes, but is not limited to: birthday parties, showers, and office parties.
- d. A small sink is available in Meeting Room B. Food may be catered in. However, that food may not be stored on Library premises. Users are fully responsible for clean-up including all necessary supplies and equipment. Only non-alcoholic beverages are allowed.

5. Meeting room expectations

- a. The primary function of the Library is to provide a quiet and serene environment where patrons may read, reflect, or gather information. Conduct which disturbs the primary function of the Library is prohibited. Loud, obnoxious, or otherwise disturbing behavior will result in removal of the offending party from the premises or other appropriate action to end the disturbance. Applications for meeting rooms may be rejected or rescinded for conduct in violation of Library rules or regulations.

- b. Individuals or groups are responsible for providing their own supplies such as note paper, flip chart pads, pencils, etc.
- c. There are chairs and tables in the closets. Those set up in the room must be returned to their original positions. When scheduling meeting rooms, remember to allow your group enough time for setup and cleanup. Rooms must be cleaned, and all trash removed, by the party that reserved the library meeting room, immediately following use. Dumpsters are located on the east side of the Library building.
- d. Remember to remove all personal items from the room. Items left unattended will be removed by library staff and held for a period of one month after which they will be disposed of. Perishable items or items of no apparent value will be disposed of immediately. Library materials that will be used must be checked out prior to taking them into a meeting room.
- e. Only Post It Note paper may be used on the painted walls and only stickers or water-based markers may be used on the Post It Note to prevent bleed-through. Any other items attached to the wall may cause damage.

6. Legal Notice

Users of the meeting room(s) of the Siloam Springs Public Library agree to hold the Library harmless from any loss, damage, liability, costs and/or expenses that may arise or be caused in any way by such use of the Library and the Library's facilities. The Library is not responsible for the loss or damage to any property left in the meeting rooms, or of those attending meetings at the Library.

Approvals:



 City Administrator

1-29-21

 Date



 Department Head

1/25/2021

 Date



 City Attorney

1-29-21

 Date