

## **SECTION: B. ADMINISTRATION**

### **POLICY TITLE: 2. USE OF MEETING ROOMS**

**EFFECTIVE DATE: JULY 1991**

**REVISED DATE: JANUARY 1999**

**REVISED EFFECTIVE DATE: June 17, 2010**

#### **POLICY:**

Volusia County Public Library meeting rooms are primarily used for library programs or for library-sponsored programs in conjunction with the Friends of the Library, community partners, government partners, or for other library purposes. The provision of meeting rooms for public use in branch facilities is not the primary mission of the library. Therefore, first priority will be library sponsored activities. Second priority will be library co-sponsored activities or governmental activities. Third priority will be public use in order of receipt of application.

The Library does not discriminate in providing space on the basis of race, religion, age, gender, national origin, or disability. Granting permission to use the meeting rooms in no way constitutes an endorsement by the Volusia County Public Library of any group's activities or beliefs. No use of the meeting rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede staff in the performance of their duties, or endanger the library patrons, staff, facilities and/or collection.

The Library reserves the right to change accommodations as necessary. The Library retains the right to cancel a reservation for a meeting room. Whenever possible, at least twenty-four hours notice will be given if a reservation is to be canceled. Groups holding reservations are requested to notify the library of cancellation at the earliest possible date. Un-cancelled meeting room reservations may result in future meeting room dates being cancelled by library management. Rooms will not be available for purely social gatherings.

For security reasons, in some branches, meetings can be held only during regular library hours and the meeting room must be vacated 15 minutes before closing time.

Liability insurance is available. Contact County of Volusia Risk Management department for fees. No alcoholic beverages may be consumed on library property unless special permits have been obtained and proof of liability insurance covering the County of Volusia has been provided.

Equipment, supplies or personal belongings of a group may not be stored or left in the library. Some audio-visual equipment may be reserved by groups depending on the availability of the desired equipment and if the group can demonstrate the ability to operate the equipment properly. Set up, operation and return of equipment is the responsibility of the group.

#### **For use of library meeting room space:**

- An approved application must be on file. All applications must be updated annually. Groups must provide a representative's contact name and telephone number or email address to be included on the library's online meeting room schedule and other promotional materials.

- The group representative signing a meeting room application must have a Volusia County Public Library card in good standing, with a balance of less than \$5.00. This person should make himself/herself known to the manager of the facility and is responsible for monitoring the conduct of all guests and informing them of the rules by which they must abide. If for any reason the person who signs an application cannot be present the entire time of the activity, he/she must appoint someone else to be responsible.
- No group may schedule a meeting more frequently than once a month per facility. Groups meeting more frequently than once a month as of the adoption of this revised policy will be allowed to continue their schedule. Should they discontinue meeting at the library and then reapply to use a meeting room they will be restricted to once per month, per the current policy. Recurring reservations may be accepted for up to twelve months; schedule permitting.
- All programs must be open to the public. "Open to the public" means that anyone walking into any meeting held in the library will be able to remain and cannot be asked to leave unless such person's behavior becomes disruptive to the conduct of the program or meeting.
- Attendance must not exceed that limit established for each meeting room by the Fire Marshall.
- Collections may not be taken, donations may not be solicited, dues may not be collected, and in accordance with our policy of confidentiality, attendance lists can only be voluntary.
- Youth groups (through grade 12) must make arrangements through an adult advisor who will be responsible for the group and will be in attendance at the group's meeting for its duration.
- All groups are responsible for setup and return of all furniture to its original arrangement and for leaving the room in a neat orderly, undamaged condition.
- All food served to the public must meet County of Volusia Health Department certification standards. Groups are responsible for clean-up. Replacement costs, repair of damages and/or cleanup charges will be charged to the group at cost.
- For-profit organizations are charged for the use of the room per meeting session. Fees must be paid in full before meeting is held. Fees are:

<u>Size of room</u>	<u>Fee</u>	<u>Florida Sales</u>	<u>Tax Total fee</u>
Small	\$18.78	\$1.22	\$20.00
Medium	\$37.55	\$2.45	\$40.00
Large	\$56.33	\$3.67	\$60.00
All after-hours use	\$112.67	\$7.33	\$120.00

Violation of any of the meeting room policy, as determined by the Regional librarian, will result in written notice of cancellation of the group's future meeting privileges as well as a financial assessment for damages incurred.

# VOLUSIA COUNTY PUBLIC LIBRARY APPLICATION FOR USE OF LIBRARY MEETING ROOM

At the \_\_\_\_\_ Library

Space is requested by (official name of group) \_\_\_\_\_.  
The purpose of the meeting is \_\_\_\_\_.  
We are requesting the \_\_\_\_\_ Room. For (day of week) \_\_\_\_\_.  
Hours \_\_\_\_\_ to \_\_\_\_\_. Program start time \_\_\_\_\_.  
Dates \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Number in Group: \_\_\_\_\_  
Representative responsible for making request: (Name) \_\_\_\_\_  
Address \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

Phone (day) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (eve) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(e-mail) \_\_\_\_\_

Library card number \_\_\_\_\_

Primary Purpose of Group. Profit: \_\_\_\_\_ Non-Profit: \_\_\_\_\_ Other: \_\_\_\_\_  
Function of group: \_\_\_\_\_

## AGREEMENT

**I have read and I agree to the terms of the Library Meeting Room Policy.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

May the Library help you with your program? Please check if you will need:  
\_\_\_ AV Materials/ Equipment (Please specify) \_\_\_\_\_  
\_\_\_ Book Exhibit \_\_\_\_\_  
\_\_\_ Tour of Library \_\_\_\_\_  
\_\_\_ Information on Library Services \_\_\_\_\_  
\_\_\_ Other \_\_\_\_\_

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**LIBRARY USE ONLY:**  
Space available \_\_\_\_\_  
Charge \_\_\_\_\_  
Approved \_\_\_\_\_ Not approved \_\_\_\_\_  
Comments \_\_\_\_\_  
Head Librarian's signature \_\_\_\_\_ Date \_\_\_\_\_