

Community Room Policy

The Harrison County Public Library acknowledges the need for a meeting room that may be used by the public. The Harrison County Public Library does not promote or endorse all of the ideas, discussions, and activities taking place in its spaces or the discussions those meetings may inspire but it provides the spaces and opportunities for those ideas and discussions.

Eligible Use

The library protects the right of the individual to access information and speak freely, even when the content may be controversial or unacceptable to others. As such, the library upholds the American Library Association [Library Bill of Rights](#), including the statement that “libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

- Library-sponsored activities are given priority over all other groups.
- Individuals 18 years of age or older.
- Civic groups, service clubs, public officials, government agencies, and businesses, including but not limited to academic and religious study groups, debates, forums, management meetings, demonstrations and lessons, and scheduled private meetings and individual interviews, who are willing to abide by the rules for meeting room use.

Prohibited Use

- Political campaigning activities are not permitted in library facilities.
 - Political campaigning activities include, but are not limited to, activities such as organized phone calling efforts to inform, persuade, recruit, or mobilize voters and volunteers, and any fundraising efforts are prohibited.
- Meetings or events of a primarily commercial nature are not permitted.

- The sale, advertising, solicitation, or promotions of other products or services are not permitted.
- Fundraising or donation solicitations are not permitted.
- Entry and participation fees are not permitted.
- Meetings or events which encourage illegal behavior are not permitted.
- The room is not appropriate for parties, showers, children's group meetings, active play, or groups larger than 15 members.

Responsibility

- Any group using the meeting room is responsible for leaving the room in order (chairs pushed in, meeting materials put away, floor clear of debris, coffee pot clean).
- Any individual or group must submit a signed agreement either online (where available) or in person.
- Any individual or group that reserves a meeting space assumes legal responsibility for all related event activities in the library and must ensure compliance with all of the rules and regulations described in this policy.
- The library is not responsible for any accidents that may occur on library property to individuals attending programs or meetings in the library. Meeting space users will be held responsible for any accidents that occur. Meeting space users will be held responsible for any damage to the library's buildings, grounds, or equipment because of negligence or misconduct.
- All users must comply with the provisions of the [Americans with Disabilities Act](#), which require that a meeting or materials at a meeting be provided in an accessible format when requested.
- Any individual or group that violates this policy will be excluded from access to the library's meeting spaces.

Policies

- Meetings may not disturb the normal operations of the library or create an unsafe environment.
- Light refreshments and non-alcoholic beverages are permitted in the community room *only* but will not be furnished by the library.
- Library staff may enter the meeting room at any time, as needed.
- Overhead lights should remain on at all times. The only exception would be for a group that is using the large screen for a presentation or program.
- The conference room doors must remain unlocked and the blinds must be open at all times.

Booking the Community Rooms

- Library spaces may be reserved up to **three months** in advance of the desired date.
 - This limit does not apply to library functions.
- The Community Room Policy Form either in person or online (where available) must be filled out before the meeting begins. If it is not completed, the meeting will not be allowed to take place.
- The meeting room can only be used during **regular library hours**.
 - All meetings should adjourn no later than **fifteen minutes** before the library closes.
 - The only exception is for groups under the **direct** supervision of a member of the library staff, meaning that the staff member is a participating member of the group and will be responsible for the group.

In the event of an unexpected closure, the library may be unable to contact groups scheduled to use the community room. Please monitor the library website and local broadcasting networks for news of closure.

Room Equipment

Equipment such as the TV, VCR/DVD player, coffee pot, or projector **must be booked at least 24 hours in advance.**

- Kitchenette
- Bathroom
- Television
- VCR/DVD Player
- Overhead Projector (Main)
- Projection Screen
- Podium (Main)
- White Board (Main)
- Coffee Pot
- Microwave
- Range (Branches)

The library maintains the right to cancel any meeting space reservations for any reason. This decision is final. The library reserves the right to decline meeting space requests that do not align with this policy. These guidelines may be changed at the discretion of the Harrison County Public Library Board of Trustees at any time.

Community Room Use Agreement

Name of group or individual requesting room:

Contact person responsible for group:

Address:

Phone:

Date of meeting:

Time of meeting:

Type of meeting:

Number expected to attend:

Equipment Please indicate equipment needed, if any: (Coffee supplies are NOT provided)

- | | | |
|---|---|---|
| <input type="checkbox"/> TV | <input type="checkbox"/> Projection Screen | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> VCR/DVD Player | <input type="checkbox"/> Podium (Main) | <input type="checkbox"/> Range (Branches) |
| <input type="checkbox"/> Overhead/Laptop
Projector | <input type="checkbox"/> Coffee Pot | |
| | <input type="checkbox"/> White Board (Main) | |

I have read the policy for meeting room use and agree to abide by all of the regulations outlined in the policy.

Signature

Date