

# Plymouth Public Library

## Meeting Room Policy

The Plymouth Public Library (hereafter "Library") is committed to serve as a community resource for the informational, cultural, educational, and civic needs of our community. The Library and Board of Trustees invites the use of the meeting rooms, but their use does not signify or imply any endorsement by the Library of the opinions or activities shared in those meetings. Any publicity related to a non-library meeting should not imply that it is Library-sponsored. The position of the Library is always one of neutrality.

### TYPES OF MEETINGS

Priority for meeting room use will be assigned in the following manner:

1. Library-sponsored programs and meetings.\*
2. Library-related meetings or programs.
3. Non-library groups will be viewed as equitably as possible for scheduling purposes.

*\*Library-sponsored programs shall be educational in nature. There shall be no selling of materials and/or products by any person or organization. [The only exception to this rule shall be local authors selling their materials.] Patrons attending library-sponsored programs may be charged a nominal fee to cover the cost of materials and/or tools used. The Library will advertise the program, and register users in advance (including collecting money if applicable). All Library-sponsored programs are approved at the discretion of the Library Director.*

**Meeting rooms will be scheduled in advance on a first-come, first-served basis upon receiving a completed application (plus the rental fee if applicable). \*Payment must be made at least 1 week prior to the meeting date.**

**No general admission fee may be charged for any meeting or program in the meeting rooms, nor may any voluntary offering, solicitation, or collection of funds be made.** However, qualified groups (non-commercial, non-profit, civic, or educational organizations) may charge participants a fee to cover the actual costs (i.e. printed reading materials or supplies used at the meeting) of an educational program to be presented. **Buying and selling of products or services are not permitted.**

All civic, community, or educational organization whose purpose is non-commercial, non-partisan, and/or non-profit may use the meeting rooms with no fee. Political groups may use the meeting rooms for non-partisan or bi-partisan programs of an educational nature. Religious groups may use the rooms for non-sectarian or interdenominational meetings or programs.

Petitions and/or remonstrances are not permitted in the Library or on Library property. Meeting rooms may not be used for social functions such as birthday parties, reunions, anniversaries, holiday parties, etc. Use of the meeting rooms by individuals and/or their friends and family members is not permitted (i.e. watching TV or movies).

Light refreshments and non-alcoholic beverages are allowed. Any equipment or food brought in should be promptly removed after the meeting. The equipment provided by the Library may be used, but must be left clean and in the same condition.

## **ROOMS to RESERVE**

*Rental fee charged to for-profits; Free use for non-profits.*

**Laramore A** – Capacity 6 people – includes 70” TV, VCR, Blu-ray player, coffee pot, microwave, and rectangular tables with chairs.

Fee: \$50 0-4 hours, \$100 4-8 hours, \$150 over 8 hours per day

**Laramore B** – Capacity 8 people - includes 70” TV, VCR, Blu-ray player, kitchenette, microwave, coffee pot, and rectangular tables with chairs. Fee: \$50 0-4 hours, \$100 4-8 hours, \$150 over 8 hours per day

**Jim Neu Family Room** – Capacity 4 people - includes 65” TV, Blu-ray player, and a table with chairs.

Fee: \$50 0-4 hours, \$100 4-8 hours, \$150 over 8 hours per day

## **ROOMS on FIRST-COME, FIRST-SERVED BASIS**

*Not allowed to reserve - must come into the library to see if available.*

The library offers conference rooms on a first-come, first-served basis. Anyone 18 or older may use the rooms with no fee. The rooms shall not be used on a regular basis to conduct business at the library (essentially becoming office space for individuals or businesses).

**Study Room** – Capacity 1 people - includes white board and a table with chairs.

**Conference Room** – Capacity 2 people - includes whiteboard and a table with chairs.

**Exploration Station** – Capacity 4 people - includes 65” TV, Blu-ray player, whiteboard, and tables with chairs.

## **MEETING ROOM HOURS**

All meeting rooms are available when the Library opens and must be vacated ½ hour before the Library closes, except for Laramore A & B. The Laramore Rooms are available after hours as long as a responsible party is in the room before Library closing time. The responsible party accepts responsibility for ensuring the Library is secure when their party leaves.

**Library Hours of Operation: Monday-Friday: 10:00 a.m. to 6:00 p.m. Saturday: 10:00 a.m. to 2:00 p.m., Closed on Sunday**

## **RESERVATIONS**

The person responsible for the room must be 21 years of age or older. Children and young adults must be supervised at all times by an adult. Youth groups must be organized and supervised by responsible adults, who must attend and oversee each meeting. No baby-sitting facilities are provided. Children should be provided with adult supervision before, during, and after meetings.

An organization may reserve on a recurring basis; however, any such regularly scheduled meetings shall be subject to cancellation from time to time for Library use at the discretion of the Library Director. Reasonable notice of such cancellation will be furnished by the Library and arrangements will be made to set up alternative dates. Any scheduled user of a meeting room shall notify the Library promptly in the event of any change in the user's schedule.

Confirmed reservations may not be transferred to persons or organizations other than another member of the same organization. Each person or group must make their own reservations.

## **NO-SHOWS & ROOMS LEFT DISORDERED**

If a group does not show up for a meeting and has failed to cancel it, or if they have not fulfilled the responsibility to clean and restore the room to the original set-up, the following action will occur:

### **After 1 offense:**

The party that booked the room will receive a written notice.

### **After 2 offenses:**

1. In an effort to be fair to all groups, future scheduled meetings will be cancelled. The Library reserves the right to limit future meeting room usage for past history of infractions to this policy.
2. The person that booked the room will receive a notice that this action has been taken.

If the group desires to reschedule meetings after they have been cancelled due to offenses, the group will be required to submit new reservations and may be denied if rooms are no longer available.

## **RESPONSIBILITIES OF USERS**

Each group is responsible for setting up the room to its specifications. Each group is also responsible for restoring the room to its original setup when the meeting is over. Current custodial fees may be charged if the rooms are not cleaned up and restored to the original setup for the next group.

The use of the meeting rooms must be confined to the activity for which the facilities were requested. Floor, furniture, equipment, and other property must be properly cared for and returned to a clean and orderly condition following use. Tables must be cleaned off and the floor vacuumed if needed. Upon leaving the building, meeting room(s) must be securely locked.

Children shall not be left unsupervised at any time.

Any group in Laramore A or B whose meeting continues after the main part of the Library is closed must make sure that all children remain in the meeting rooms with the adults. Unsupervised children in the lobby after hours creates a dangerous situation for both the children and the Library.

Open flames (candles, matches, etc.) are never permitted in the meeting rooms. Alcoholic beverages are not permitted at any time and smoking is prohibited in all areas of the Library.

Each organization assumes full responsibility for any damages incurred resulting from use of the meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the room. The Library assumes no responsibility for any personal belongings of persons attending meetings.

If the Library must be closed due to weather or other emergency, reasonable effort will be made to contact the person who arranged the meeting.

The Library Director, or appointed staff member, reserves the right to terminate any meeting that is noisy, disruptive, or potentially destructive to the Library's property, or interferes with Library operations.

The Library Board has vested the Director with the authority to supervise meeting room use and interpret these policies. Failure to comply with these regulations or the directives of the designated representative of the Library will cancel further use of the Library facilities. The Director shall have the right to waive the regulations whenever it is in the best interest of the Library or the community to do so. The Board of Trustees reserves the right to alter or waive the rules.

Adopted by the Board of Trustees, Plymouth Public Library May 21, 2001  
Revised July 29, 2020