

K.O. LEE ABERDEEN PUBLIC LIBRARY MEETING ROOM POLICY

Purpose and Use:

The K.O. Lee Aberdeen Public Library meeting rooms may be available for use by businesses, organizations or individuals for educational, cultural, charitable or public service activities at the discretion of library officials.

General Guidelines:

1. Programs sponsored by the K.O. Lee Aberdeen Public Library will receive first consideration for the use of the meeting rooms.
2. Meeting rooms may not be used for social events, including, but not limited to, weddings, receptions, parties, and showers.
3. All gatherings must be free and open to the general public. Donations, or free will collections will not be permitted without the written consent of the Library Director.
4. Use of a room is scheduled on a “first come, first served” basis after completion of a written “Meeting Room Application” form. The application form must be completed by a sponsoring adult with a valid K.O. Lee Aberdeen Public Library card. The Meeting Room coordinator will confirm the reservation.
5. Reservations can be made no more than three (3) months in advance of the meeting. Only one event can be scheduled in a month for any individual or group. The library reserves the right to cancel a reservation in case of emergency closing.
6. Publicity for a meeting must clearly identify the sponsoring organization. Publicity cannot state or imply that the Library is a sponsor or co-sponsor of a meeting without its express permission. The Library’s phone and/or fax numbers, and e-mail addresses are not to be included in any publicity regarding the meeting. The organization may not list the address of the Library as the organization’s official address.
7. Events with children attending must have at least one (1) adult supervisor per ten (10) children under the age of 14.
8. Rooms may be used during regular library hours of operation. The meeting rooms may be used after regular library hours at the discretion of the Library Director, or the Director’s designee.
9. Each group is responsible for the setup and arrangement of the meeting rooms. Refreshments may be served; however, food or drinks that may cause stains are discouraged. Decorating is permitted, but burning candles, incense, or any type of open flame are prohibited. Items may NOT be taped, stapled, tacked, nailed, or otherwise attached to the walls or doors of the rooms.

10. Individuals or groups using the library facilities are responsible for the actions of those persons attending their function. Individuals or groups utilizing the rooms will be held responsible for any damages to the facility during their reserved time.
11. Use of alcohol, tobacco, or non-prescription drugs is prohibited.
12. Only service animals are allowed in the library without prior approval.
13. Any behavior inappropriate in the library or which interferes with the normal functioning of the library will not be tolerated. Any person not in compliance will be asked to leave the library premises.
14. Personal property may not be stored at the library without specific authorization from library staff.
15. Library staff shall be permitted to observe a meeting at all times.
16. The library reserves the right to revoke meeting room privileges for any individual or group it feels has not met the conditions stated in this policy. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies, beliefs, or activities by the library.
17. The library is not responsible for items left in the building.
18. No storage facilities are available for meeting room users.
19. The library is not responsible for equipment, supplies, or any other materials owned by the organizations and used in the library. All items brought into the building must be removed immediately after the meeting.
20. The library reserves the right to cancel a reservation when necessary as a result of conflicts with library activities or when it appears to be in the best interest of the library.

Library Board approved 01/09/2018