

Meeting Room Policy

Approved by: Library Board of Control, Date: Oct 2010, Revised: Jul 2016

Introduction

In keeping with its vision to be Bossier Parish's leading source of information and learning to enable the community to imagine, explore, and discover the world, the library provides meeting rooms at no charge for public meetings of a civic, cultural or educational nature, when not needed for library purposes. These rooms may be used by members of the community for the presentation and exchange of information and opinions of all kinds. The library makes these rooms available on equal terms to all persons and groups, regardless of opinion or affiliation. The use of meeting rooms does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities. No advertisements or announcements implying such endorsement will be permitted.

Regulations

Bossier Parish Library welcomes groups and organizations to reserve meeting rooms and requires all participants to comply with library policies. The Library Board of Control/Director has the authority to deny the use of library facilities to any individuals or groups that fail to comply with the following provisions of this policy.

- All meeting must be open and free to the public
- All advertising and public notices of events held in meeting rooms must clearly designate the organizational sponsorship
- Programs involving the sale, advertising, promotion of commercial products or services are prohibited
- Any meetings or groups of high school age or young children must have an appropriate number of adult sponsors and/or chaperones
- Leaders of groups will inform participants that children age 9 and under may not be left unattended in the library while parents attend meetings
- Light refreshments and non-alcoholic beverages are allowed in meeting areas only
- Groups should exercise all necessary precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property
- Signage or other materials are not permitted on walls or doors. Exits must be clear at all times
- Meeting rooms must be left in the same condition as found
- The organization and its designated responsible individual shall be responsible to the library for any damage to library property
- The library will not store or be responsible for AV or other equipment belonging to groups using meeting rooms
- Attendance cannot exceed the posted capacity of any given meeting room

- Misrepresentation of the use of a room or failure to abide by the policies of the library may be cause for denial of further use of meeting rooms

Reserve a Room

All reservations will be requested online at <http://www.bossierlibrary.org> and must be submitted at least three (3) days in advance to ensure ample time for a meeting room coordinator to respond to the request. If the requesting party does not have access to the website, they may call the library and ask to speak to a meeting room coordinator.

- Library and History Center sponsored events and programs have first priority
- Requests from individuals or groups are reviewed and/or accepted on a first come, first served basis
- Online reservation forms must have all required fields properly filled out
- Requestors must read and agree to posted policies (acknowledgment of policies is the same as a digital signature)
- An organization must notify the meeting room coordinator of any change in the contact person
- Designated contact person shall be responsible for the organization's compliance with the rules and regulations of the library
- Meeting rooms are available during normal operating hours only
- Reservations can be made for up to 4 hours, including set-up and take-down times
- Recurring reservations may be submitted up to six months in advance (all recurring reservations must be submitted online, individually)
- All meetings must end at the scheduled time and/or conclude 15 minutes prior to closing
- All equipment requests must be scheduled before submitting a room request
- Groups holding reservations are required to notify the library of any cancellation at the earliest possible date in order to free the meeting room for the use by other groups. Failure to do so may impinge on the right of the group to reserve rooms in the future
- The library has the right to cancel, re-schedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events or for unexpected closures
- In order to accommodate the many groups who use the meeting rooms, groups or individuals are limited to one meeting room per month

Policies and decisions concerning the meeting room may be appealed to the Library Board.

Locations

| Location | Contact | Room Capacity |
|---|---|---|
| Bossier Central Library 2206 Beckett St Bossier City | Meeting Room Coordinator – (318) 746-7717 | 16 |
| Historical Center 2206 Beckett St Bossier City | Meeting Room Coordinator – (318) 746-7717 | 75 |
| H.L. Aulds Branch 3950 Wayne Ave Bossier City | Branch Manager (318) 742-2337 | 60 |
| Benton Branch 115 Court House Drive Benton | Branch Manager (318) 965-2751 | 65 |
| East 80 Branch 1050 Bellevue Rd Haughton | Branch Manager (318) 949-2665 | Conference Room – 15 Meeting Room – 40 |
| Plain Dealing Branch 208 E Mary Lee Plain Dealing | Branch Manager (318) 326-4233 | 20 |
| Anna P. Tooke Memorial 451 Fairview Point Rd Elm Grove | Branch Manager (318) 987-3915 | 20 |