

# Meeting Room Policy

*Approved by: Library Board of Control, Date: Oct 2010, Revised: Sep 2019*

## 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 Libraries welcome organizations to reserve meeting rooms and requires all participants to comply with library policies.

- All meetings must be open and free to the public; no private parties or functions (even if they are ostensibly "open 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 shall be responsible 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
- Failure to abide by this policy and other policies set forth by 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.

- Events sponsored by Bossier Parish Libraries have first priority
- The library has the right to cancel, re-schedule or transfer meeting room locations and/or dates that conflict with unexpected closures or library-sponsored special events
- Requests are reviewed 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
- In order to accommodate the high usage of meeting rooms, reservations are limited to 3 meetings per organization per month

Policies and decisions concerning meeting rooms may be appealed to the Library Board of Control.