



Bossier Parish Libraries

Meeting Room Policy

Purpose

Bossier Parish Library (“the Library”) meeting rooms are available for public meetings of a civic, cultural or educational character for use by non-profit, lawful, non-commercial purposes.

Policy

- All meetings must be open to the public.
- No fees may be charged, donations collected or admissions charged.
- Religious and political groups are requested to find other space since alternative meeting places are available in the parish.
- The Library does not endorse the policies of those who use the meeting facilities. All publicity for meetings held in the library must state “sponsored by...” and give the name of the sponsoring organization or individual.
- The Library and Historical Center produced programs are given first priority for use of all meeting facilities since the facilities were designed for library goals and objectives.
- The Library system reserves the right to transfer a reservation to another library meeting facility when a meeting room is needed for a library or Historical Center sponsored program. Users will be given at least 30 days notice of any alternate meeting transfer.
- Meeting space is available on a first come, first served basis. An individual (w/phone number) must be designated who will be responsible for all meetings. Normally this is the person making the reservation.
- Recurring reservations are accepted, except in cases in which the Parish Librarian may deem as not in the best interest of the general public’s use of the room. Failure of a group to use a recurring reservation twice without prior cancellation shall terminate all future reservations. Reservations for a recurring event will need to be renewed every calendar year on November 30 by 5:00pm.
- Attendance at meetings is to be limited to one person per 10 square feet of meeting space.
- Light refreshments only (ex. coffee, cakes, cookies, etc.) are allowed in meeting space. No food or drinks are allowed in other parts of the library.
- Smoking, alcoholic beverages and weapons are prohibited (Exception: the Library Board may approve historic weapons for exhibit purposes).

- No additional furniture or equipment, other than that furnished by the library, is to be used without library approval. No moving of furniture is allowed. All blinds must remain open at all times.
- The room must be left in a neat and orderly condition. If not, notice will be given to the group that a second offense will result in its being denied further use of the room.
- Neither the name nor address of the Bossier Parish Library may be used as the address or headquarters of an organization, or as a sponsor of outside meetings.
- This room may be reserved for a maximum of 4 hours. The Parish Librarian is authorized to deny permission to use the meeting room to any group that is disorderly or that violates regulations.

Bossier Parish Library Meeting Rooms

The Library meeting rooms are available during normal operating hours and are as follows:

Central Library

2206 Beckett St.
746-1693

Historical Center

2206 Beckett St.
746-7717

Aulds Branch

3950 Wayne Ave.
742-2337

Benton Branch

115 Courthouse Dr.
965-2751

E-80 Branch

1050 Bellevue Rd.
949-2665

Plain Dealing Branch

208 E. Mary Lee St.
326-4233

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