

Staunton Public Library Public Meeting Room Policy

Purpose statement:

Public libraries have traditionally provided free meeting space for the members of their communities to encourage free expression and free access to ideas presenting many points of view on subjects of all kinds.

The Staunton Public Library supports this concept and endorses the American Library Association Bill of Rights which states: "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliation."

Please Note:

Failure to comply with any portion of the Public Meeting Room Policy or library policies may result in the loss of meeting room privileges.

Use of the library's meeting rooms does not constitute Staunton Public Library or City of Staunton endorsement or approval of viewpoints expressed by groups or attendees of Staunton Public Library public meeting rooms.

Library programs or events, including but not limited to those of the Friends of the Staunton Library or the Staunton Library Foundation, are exempt from these restrictions.

The Director of Library Services or designee shall have final authority regarding use of library meeting rooms.

Meeting Room Guidelines

1. Application for use of a meeting room is made through the Administrative Office of the Staunton Public Library. Applications may be submitted via a paper copy or through the library's website.
2. Applicants must be 18 years of age or older. An application form stating that these policies have been read and understood must be signed by a representative of the group prior to use of the room. The applicant or an organizational designee who is at least 18 years of age must be present during the entire event.
3. Library meeting rooms are available to organizations engaged in educational, cultural, intellectual, charitable and civic activities, but cannot be used for commercial or money-raising activities. Individuals are not eligible to reserve the meeting rooms for the sole use of an individual. Applicants are not permitted to transfer reservations to other groups or individuals. The meeting rooms will not be available for the benefit of private social events such as, but not limited to, parties or showers. Rooms may not be used for tutoring, solicitations, or specific commercial purposes such as private business boards or sales organizations. No products may be sold or promoted.
4. Library events, including those sponsored by the Friends of the Staunton Library, and official City of Staunton activities have first priority in scheduling. Due to the volume of library programming throughout the year, the library reserves the right to reschedule any reservations

for library or City events. Groups will be notified of changes at least seven business days in advance.

5. The library is a public building and all meetings must be open to the public. Due to the nature of the library as a public facility, privacy cannot be guaranteed.
6. Meeting rooms may be used during the service hours of the library until a half hour before closing. No one will be allowed to enter the building prior to the library opening or remain inside after closing.
7. Meetings may not be held outside of designated public meeting room spaces.
8. Rooms will be assigned as requested on a first-come, first-served basis, if space is available. The library reserves the right to relocate a group to another space in the building in order to better accommodate users and/or to make the most effective and efficient use of the library's space.
9. In order to encourage use of the rooms by many groups, meeting rooms may be booked no more than 90 days in advance and may be used no more than once per week on a continuing basis unless special permission has been given by the Director of Library Services. Room requests should be submitted at least five business days before the desired date. Same day reservations of meeting rooms are not allowed.
10. The Staunton Public Library is not responsible or liable for damages caused to the user or his or her property while using library facilities. The City of Staunton and Staunton Public Library will be held harmless from liability to third parties for injury caused by the group or any persons or groups while using the library facilities.
11. The library staff is not able to act as meeting facilitators or to serve as a point of information regarding meetings other than providing directions to the meeting space.

User Responsibilities:

1. Meetings or programs must comply with the library's Behavior Policy, and may not disrupt library operations or the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.
2. The meeting rooms must be cleared, furniture returned to its original position and trash disposed of 30 minutes prior to closing, i.e., 8:30 p.m. Monday through Thursday; 4:30 p.m. Friday through Sunday.
3. Groups are responsible for complying with all Americans with Disabilities Act (ADA) requirements.
4. The capacity of the meeting rooms will be determined by the Fire Marshal and may not be exceeded.
5. Notice to cancel must be given to the Administrative Office at least 24 hours in advance. Failure to do so may result in loss of meeting room privileges.
6. Reservations will be held for 15 minutes after the beginning of the session reservation and will be canceled if the individual making the reservation or group does not check in for the reservation in that time frame.

7. Groups must arrange their own publicity and communication regarding their reservation. The library will not promote activities of any outside groups using rooms through press releases, social media, or printed materials. Any publicity concerning meetings scheduled at Staunton Public Library should clearly state that the Staunton Public Library is not a sponsor and does not endorse any such meeting or event. Failure to include this disclaimer on publicity concerning meetings scheduled at Staunton Public Library may lead to the cancelation of the group's ability to reserve a meeting room pursuant to this policy.
8. Meeting room users may arrange furniture as they wish, however, all furniture must be returned to its original position before the room is vacated. The Board Room table is not to be moved. Staff are not available to assist with setting up, moving furniture or cleaning.
9. Library facilities must be left in a clean and orderly condition. Users must pay the cost for cleaning or repair of any damages. The library will not be responsible for materials or equipment left in the building by users.
10. Groups must have prior special written approval from the Director of Library Services or designee to serve refreshments.
11. The library maintains some A/V equipment available for public use in the large Meeting Room. If assistance is needed to set up, that help must be arranged prior to the meeting being held to ensure staff availability to assist.
12. The Federal Copyright Act (Title 17 of the U.S. Code) requires that a public performance license be obtained for public presentation of a movie or other copyrighted work. A group wishing to present a copyrighted work must submit the performance license along with the application. Groups may not show films or other copyrighted materials without a license.
13. In the event of inclement weather, patrons should contact the library or check www.stauntonlibrary.org to determine if the library will be open.

Application for the Use of Public Meeting Rooms

Note: This application serves as a request for meeting space and does not guarantee a confirmed reservation.

Name of Group: _____

Date of use requested: _____

Time requested (include set up and clean up time): _____

Room Requested: ☐ Meeting Room (seating for approximately 80; official capacity is 160)
☐ Board Room (table seats 9, with 12 seats around the room; official capacity is 40)

Type of group:

☐ Charitable/Non-profit

☐ Social

☐ Civic

☐ Religious

☐ Educational

☐ Other: _____

Describe group if necessary: _____

Purpose of meeting: _____

Name of Representative: _____

Address: _____

Phone: (_____) _____ **Email:** _____

Do you wish to serve refreshments? *Groups must have special approval to serve refreshments.* ☐ Yes (please describe) _____ ☐ No

Technology requested? *Groups must furnish their own laptop, cords and adapters. A HDMI cable is provided*

☐ Projector and screen

☐ Sound/speaker

☐ Microphone

Will you need library staff assistance with setting up the provided technology equipment? *Groups must make prior arrangements to ensure staff availability.* ☐ Yes ☐ No

The undersigned, on behalf of the above organization, has read and agrees to comply with the Public Meeting Room Policy and procedures governing public use of library meeting rooms.

The applicant also accepts full liability for any damage to facilities or equipment and agrees to confine the organization's activities to the assigned room. Failure to comply with any portion of the Public Meeting Room Policy may result in the loss of meeting room privileges and may incur cleanup or damage charges.

Date of application: _____

Signature of applicant: _____

Staff approval (name and date): _____