

STAUNTON PUBLIC LIBRARY

POLICY ON THE PUBLIC USE OF LIBRARY MEETING ROOMS

Public libraries have traditionally provided free meeting space for the members of their communities to encourage free expression and free access to ideas presenting all 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."

PROCEDURES GOVERNING THE PUBLIC USE OF LIBRARY MEETING ROOMS:

1. Application for use of a meeting room is made through the Administrative Office of the Library.
2. 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. Forms for users under age 18 must also have the signature of their parent or guardian.
3. Meeting rooms may be used anytime during the service hours of the Library. No one will be allowed to remain in the Library after closing unless previous arrangements have been made with the Library Director.
4. Meetings may not be held in public service areas.
5. Library meeting rooms are available to non-profit organizations engaged in educational, cultural, intellectual, charitable and civic activities. All meetings or programs must be free and open to the public. Rooms may not be used for solicitations or specific commercial purposes such as private business boards or sales organizations. No products may be sold or promoted. The Library reserves the right to request proof of 501(c)(3) status. Library programs or events, including those of the Friends or the Staunton Library Foundation, are exempt from this restriction.
6. Library programs, including those sponsored by the Friends of the Staunton Library, will be given priority in the reservation of rooms.
7. Rooms will be assigned as requested, 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.
8. In order to encourage use of the rooms by many groups, meeting rooms may be booked no more than ninety days in advance and may be used no more than once a

week on a continuing basis unless special permission has been given by the Library Director.

9. Groups are responsible for complying with all Americans with Disabilities Act (ADA) requirements.
10. Groups must arrange their own publicity. The Library will not promote activities of any outside groups using rooms through press releases or printed materials.
11. Notice to cancel must be given to the Administrative Office 24 hours in advance. Failure to do so may result in loss of meeting room privileges.
12. Meetings or programs may not disrupt the use of the Library by others. Persons attending the meetings are subject to all Library rules and regulations.
13. Meeting Room users may arrange furniture as they wish, however, all furniture must be returned to its original position before Room is vacated. The Board Room table is not to be moved.
14. Groups must have special approval to serve refreshments.
15. 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.
16. The meeting room must be cleared, any furniture rearranged, and trash disposed of 15 minutes prior to closing, i.e., 8:45 p.m. M-Th; 4:45 p.m. F-S. Failure to do so may result in loss of meeting room privileges.
17. Smoking or use of any form of nicotine delivery product is prohibited anywhere in the Library.
18. In the event of inclement weather, patrons should contact the Library or check www.stauntonlibrary.org to determine if the Library will be open.
19. The Library reserves the right to revoke meeting room privileges at any time.
20. Granting of permission to use the Library facilities does not constitute an endorsement by the Library Staff or Board of the users or their beliefs.

Revised & Approved by Library Board

January 15, 2014