11/10/26

BARTRAM TRAIL REGIONAL LIBRARY

GENERAL MEETING ROOM USE POLICY

Bartram Trail Regional Library System provides meeting room spaces as a service to the community for use by individual groups and/or organizations. This space is designed for library sponsored programs, community group activities and programs of governmental funding agencies including local, state and federal agencies that provide continuous financial support to the libraries. Priority for use will be given to library-related programs and those co-sponsored by the library. Community sponsored activities will be granted permission on a first-come first-serve basis. Groups using the facilities must observe all state and local fire codes in addition to all other city codes and ordinances.

Library staff under the guidance from the Board of Trustees for the Bartram Trail Regional Library System reserves the right to review any or all room use applications and may demand sufficient time to make proper investigations before action is taken on a request. Library staff under the guidance from the Board may reject applications. Permission to use the meeting room does not constitute an endorsement of a group's policies or beliefs. The library director is instructed to implement this policy with procedures as required.

Meeting Reservations:

Space may be reserved for workshops, conferences, institutes, book discussions, training, touring exhibits, programs, etc. Recurring meetings by organizations and/or community groups are not encouraged; however, the rooms may be reserved no earlier than 60 days in advance. The library will not accept reservations for a series of meetings which will designate the library as a regular meeting place of any organization. However, classes held in a series but on a temporary basis will be allowed. i.e. "Weekly class or workshop on financial planning for 4 weeks and sponsored by the County Extension Office".

Groups eligible to use the room without paying a fee:

Groups using the meeting rooms under this category must be of civic, cultural or educational nature. Meetings must be open to the general public and library staff retain full right of entry at any time. All programs, events, meetings and gatherings shall be open to the public at no admission fee. However, an organization may charge for materials used in the program or meals served if allowed at the local library. Library related programs such as Friends' book sales or bake sales to benefit the library services may be scheduled in library facilities.

The groups eligible for free room usage include:

- Civic organizations
- Social clubs whose intent is educational or cultural in nature
- Academic classes or study groups of more than two people
- Professional or honorary groups
- Organized school or academic groups which have a civic interest or goal
- Other non-profit entities holding 501(c) status

Groups eligible for room use requiring a fee:

The following groups are eligible to use the meeting rooms for a fee and are not required for meetings to be open to the general public:

- Businesses and other for profit organizations
- Any group meeting for a profitable reason.
- One-on-one meetings of any kind (example: personal tutoring and counseling), with the exception of those events held at the request of the Library, the City, the County or the Board of Education.
- Individuals seeking room use for personal purposes.

Who May Not Use the Library Meeting Rooms

The meeting room is not an appropriate venue for the following types of meetings:

- Group meetings for family or personal reasons, such as family reunion, wedding reception, birthday parties, etc.
- Political campaigns (political forums, however, are allowed)
- Any meeting that would tend to incite or provoke imminent lawless action, to be disruptive to other Library functions or would endanger the safety of Library staff or patrons.
- Religious worship or celebratory services.
- Any group which has violated Library policies related to the meeting room on prior visits.

Use of Refreshments

- Simple food such as finger foods, snacks and non-alcoholic beverages only are allowed.
- Red punch or foods containing dyes that may stain carpets or equipment are not permitted.
- Refreshments are permitted only with prior authorization from library staff, which must be formally granted on the meeting room application.

Expectations of Groups

Users are expected to remove all their materials, papers, trash, etc. from the building, when they have finished using the room. Any equipment or personal items left behind in the meeting spaces are subject to disposal at the discretion of library staff. Any extraordinary cleaning costs due to excessive dirt, grime, wear and tear on the facility will be billed to the organization. The group using the facilities must accept full responsibility for leaving the room in the same condition as it was found. This includes placing all chairs and tables back in their original positions.

The room will be inspected by a library staff member before and after use by the group and any damage will be reported. Costs for repairing or replacing any damage occurring during use by the group shall be paid by the group. If janitorial services are required following use, the cost of such services shall also be paid by the group.

The library reserves the right to deny future access to the library facility if a group fails to comply with each policy.

The library will provide a complete copy of its policies concerning use of the meeting room at the time it is reserved for use and have the adult in charge sign an acknowledgement that these rules have been read and that the group agrees to abide by them.

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BARTRAM TRAIL REGIONAL SYSTEM
MEETING ROOM PROCEDURES

1. An application for the use of the Meeting Room is available at btrl.net/meetingroompolicies and available in person during the regular OPEN hours of any library branch in the system and must be completed by an adult in charge of the requesting organization and who will be attending the meeting. Tentative scheduling and information exchanges by telephone are acceptable. However, the application must be completed and approved by a member of the library staff before reservation is official or before the library meeting site is advertised. Upon approval the requestor will be notified. Rooms are assigned in the order in which requests are received. The requestor's original signature, address and telephone number are required on the form.

2. Arrangements and logistics for use of the rooms should be made with a library staff member at the time the application is approved. The Library is not responsible for setting up furniture as desired by the applicant. Certain equipment may be available for use upon request. See Application….

3. It is the responsibility of the contact person/requestor to obtain the key, when necessary, from library staff when a meeting or function is held after hours. The person in charge or who has requested the room must check out the key. The key must be returned by the same person as soon as possible the next day. The library key may be returned via the book drop at the end of the meeting. A fee of $30 will be charged for a lost key.

4. A non-refundable fee may be charged for maintenance of the room used with the amount determined by the Board of Trustees.

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BARTRAM TRAIL REGIONAL LIBRARY SYSTEM
MEETING ROOM INFORMATION & REGULATIONS

1. Meetings and programs must remain accessible to the public, except when a room fee is required for the group's use.
2. Permission to meet in the library does not in any way constitute an endorsement of a group's policies or beliefs.
3. Neither the name nor the address of the Bartram Trail Regional Library or any of its branches may be used as the official address or headquarters for an organization.
4. The library is not responsible for equipment, supplies or other items owned by a group and used in the library. Organizations needing use of Library Audio-Visual equipment may request this use on the application. A member of the group will be responsible for requesting the equipment box containing cables and remotes.
5. Smoking is prohibited on the premises of the libraries. The group sponsoring the meeting is responsible for enforcing the non-smoking rule.
6. Organizations should observe the time frame noted on their application and before leaving, must accept responsibility for turning off lights, closing windows, adjusting thermostat and locking doors.
7. The adult booking the facility, as well as the organization, is responsible for any damages that should occur as a result of the use of the facilities. Facilities will be inspected after each meeting. Users shall pay the cost of repair of any damage to facilities as determined by the library.
8. In the event of cancellation, the requestor shall promptly notify the Library. This courtesy will allow another group the opportunity to use the room.
9. Use of library telephones is prohibited. The library staff will not deliver messages to participants in the meeting room.
10. Religious worship or celebratory services are not allowed within the region's libraries.
11. No signs or banners may be placed anywhere in the library without the permission of the director or library manager. (For further clarification see Display/Poster/Sign Policy)
12. The room should be left in the order in which it was found. Tables and chairs may be arranged, provided they are returned to their original arrangement before the group vacates the premises.
13. Library staff must approve any requests to serve food/drink prior to any meetings. **See Use of Refreshments**
14. If damage occurs, groups are responsible for the cost of repairs or cleaning of the Meeting or Conference Room.
15. Failure to comply with the regulations or abuse of any of the above mentioned privileges may result in suspension of the right to use the meeting rooms for one year.

Received and reviewed by:

_____

Applicant

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MARY WILLIS LIBRARY
MEETING ROOM APPLICATION
BARTRAM TRAIL REGIONAL LIBRARY

Adult Contact:_____

Name of Organization:_____

Address of Organization:_____

City:_____State_____Zip_____

Telephone Number (Home)_____(Work)_____

Anticipated attendance:_____

Date of Meeting:_____Day of week:_____

Time of Meeting: From_____AM/PM to_____AM/PM

Is your group a non-profit entity holding 501(c) status? _____ If yes, what is your Employer Identification Number (EIN). _____

Will you be serving refreshments? _____ Staff Approval _____

Are fees charged to attendees?_____If yes, please explain purpose:_____
_____

For equipment needs, see second page. It is the User Group's responsibility to make sure the room is set up appropriately. This includes placing all chairs and tables back in their original positions at the end of the meeting.

FEES: Meeting room users falling under the "Groups eligible for room use requiring a fee" category will be charged a non-refundable maintenance fee of **$50** for the large meeting room and **$15** for the conference room. Payment is due on or before the date of the event. Make a check payable to Mary Willis Library. Groups will be charged a fee at the discretion of the librarian for any damages such as dirt or stains left on carpet. Library staff must approve any requests to serve food/drink prior to any meetings in the Meeting or Conference Room.

I have read the regulations governing use of the meeting rooms and agree to abide by the conditions listed.

_____ _____ _____
Signature (Contact person/Requestor) Telephone number Date

Request approved by:_____ _____
Signature (Staff) Date Date Requestor Notified

_____Meeting Room _____Conference Room _____Amount Paid
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MEETING ROOM EQUIPMENT

_____Chairs (60 available)

_____Tables (6 available)

_____Blu-Ray/DVD Player

_____ Projector

_____Microphone

_____ Podium

_____Projection Screen

_____Television

_____Other

CONFERENCE ROOM

1 Conference table

14 Chairs

Blu-Ray/DVD Player

DVD/Computer Connection to TV

Television

Groups are responsible for asking for equipment needed including HDMI cables and remotes.