



# PROCEDURE

**Title:** Meeting Room Procedure

**Number:** LS-08

**Cancels:** August 30, 2010

**Approved:** May 19, 2021

**Review:** May 19, 2024

## I. PURPOSE AND SCOPE

To establish a procedure for use of meeting/conference rooms in Brevard County Libraries.

## II. DEFINITIONS AND REFERENCES

- A. Partisan Political Activities - Distribution of campaign literature for any specific candidate or political party; the specific solicitation of political campaign contributions; or political meetings not open to the public.
- B. Meeting Room Application - Form to be completed by anyone wishing to reserve a meeting room.
- C. Organization - A non-profit group formed for civic, cultural, or educational purposes.
- D. Friends of the Library - A non-profit organization of volunteers interested in supporting a Brevard County Library, but which does not serve as a policy maker.
- E. Co-Sponsored - An educational, cultural program in which library staff or "Friends" participate in the planning and presenting.
- F. Library Director - The Library Director responsible for the operation of the individual library.
- G. Library Services Director - The Director of the Library Services Department of Brevard County.

## III. CRITERIA FOR USE OF MEETING ROOMS

### A. Groups/Programs

1. Library programs have priority over other activities except when the library is used as a voting precinct.
2. Meeting rooms are available for use by non-profit organizations with a civic, cultural, or educational purpose. Rooms will not be available for purely social gatherings, commercial ventures, or partisan political activities. The organization must assume responsibility for the conduct of the programs and the care of the facilities. All meetings must be open to the public within safety limitations as to the number of persons in the room, as determined by the Fire Marshall. The library may deny use of the meeting room to any organization which has abused the privilege in the past.
3. Programs presented by profit making organizations will be allowed when co-sponsored by the library for educational purposes. Profit making organizations may use library meeting room facilities for business meetings, so long as no other section of this procedure is violated.

## B. Rules and Regulations for Use of Meeting Rooms

1. No admission charge, commercial solicitation, direct sales, follow-up phone calls or correspondence or requests for donations can be made for any function except that of a library-sponsored program authorized by the Library Director. Library facilities shall not be used for personal or private profit, solicitation of clients, advertising of services or products, or for promotion of pecuniary or profit-making special interests. No exchange of money can take place in library meeting rooms, except library-sponsored activities approved by the Library Director.
2. Charges for a library-sponsored program approved by the Library Director may include charges for materials and instructor fees. Instructor fees shall not exceed \$5 per student per program session. Library-sponsored book programs may also include used book sales and author signing at which sales are allowed.
3. The Request for use of Meeting Room application must be submitted annually. Request for electronic or other equipment and assistance setting it up must be stated on the application. (see attached).
4. Meetings must begin and end within the regularly scheduled operating hours of the library. Meetings must conclude 15 minutes prior to the library closing time.
5. After-hours meetings may be possible, depending upon the staffing of the library, and requires the approval of the Library Director. A flat fee of \$60 will be charged for approved after-hours meetings. Meetings held after hours are limited to three hours in duration.
6. All fliers and other printed materials to be distributed to meeting participants must be approved in advance by the Library Director.
7. Accidents must be reported immediately to a member of the staff. If staff is not available, a representative must call the library in the morning when it opens to report the incident.
8. Light refreshments, such as cookies and cakes, may be served, but no cooking is allowed other than for hot beverages. No alcoholic beverages are allowed on the premises.
9. The room must be left in the same condition and arrangement as prior to the use of the room.
10. Smoking is not permitted.
11. No lit candles or other open flame is allowed.
12. The library is not responsible for equipment, supplies, exhibits, or other materials owned by a group and used in the library. The library does not provide storage space.
13. The meeting rooms may be reserved for groups of 15 or more. Conference rooms, where available, may be reserved for groups of less than 15.
14. Any signs to be displayed at meetings held in the meeting room shall be of a size that can easily be held and controlled by one person. Signs cannot be mounted on posts, poles or other devices or extensions, for safety reasons.
15. Youth groups (through Grade 12) desiring to use the meeting rooms must make arrangements through an adult advisor who will be responsible for the group and will attend the group's meeting for its duration.
16. When the meeting room is used as a voting precinct, election rules and regulations will be overseen and enforced by the Supervisor of Elections' staff.
17. Use of library meeting rooms does not imply library endorsement of the aims, policies, or activities of any group.

18. No sound amplification beyond what is available in the meeting room shall be used so as not to interfere with the regular operations of the library unless authorized by the Library Director.

19. According to requirements of the American Disability Act (ADA), organizations using library meeting rooms may be required to provide special accommodations for those citizens requesting assistance within seven days of the scheduled meeting time. To have hearing devices provided or to make other special accommodations, an organization must contact the Library Director 48 hours in advance of the meeting.

20. The organization and all attendees must save, defend, and hold the County harmless from any claim by or injury to themselves or others arising out of use of the library meeting room, including loss, damage or destruction of the user's property.

#### C. Cancellations and/or Denial of Use of Meeting Rooms

1. If a library meeting room is designated as a voting precinct, when an election is scheduled, it will pre-empt all scheduled meetings. Groups meeting on an election day will be informed of this in advance whenever possible.

2. The library retains the right to cancel a reservation for the meeting room. If a program is canceled, the library will make every effort to notify the group who had reserved the room.

3. Groups holding reservations must notify the Library Director of any cancellation at least one week in advance of the scheduled meeting.

4. In general, groups may only reserve a room once per month. More frequent meetings may be approved by the Library Director if accessibility for other groups will not be hampered.

5. Use of the meeting/conference rooms is a privilege. Any violation of these rules as determined by the Library Director will result in cancellation of the group's future meeting privilege as well as a financial assessment for damages incurred. The financial assessment for damages will be set by the Library Director. The Director will provide written notice to the organization of the assessment of damages and/or the decision to deny meeting room usage due to prior abuse. If the organization wishes to appeal the decision, they must provide the Library Director with written notice of their wish to appeal within 15 days of the date of the letter of assessment or denial.

6. The appeal process which will be followed is the same as outlined under BCC-73, Library Material Selection Policy, with the exception of Form BCLS-23.

#### IV. AUTHORITY

The authority to issue or revise this procedure is reserved to the Library Services Department Director.



Wendi Bost, Library Services Director

Approved by the Brevard County Library System Board: May 19, 2021.

**BREVARD COUNTY LIBRARY SYSTEM**

**REQUEST FOR USE OF MEETING ROOM**

*To be filled out by party requesting reservation*

Name of Organization \_\_\_\_\_

Purpose or Nature of Meeting \_\_\_\_\_

Approximate Attendance \_\_\_\_\_

Date/s of Program \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Please indicate a.m. or p.m.

I agree notice of the meeting(s) will be posted by our organization and/or the library. I understand this notice shall be posted seven (7) days in advance and shall include the following statement:

According to requirements of the American Disability Act (ADA), organizations using library meeting rooms may be required to provide special accommodations for those citizens requesting assistance within 48 hours of the scheduled meeting time. Organizations are required to provide hearing devices and/or make special arrangements at the citizens' request.

***I understand that if the Library Director approves a meeting to be held after the library is closed, there will be a \$60.00 charge for use of the meeting room. Meetings held when the library is closed are limited to three hours in duration.***

***(\$10.00 extra if library equipment is needed)***

Is assistance setting up electronic or other equipment needed? Please Check One: Yes No

***I understand the Library will collect 10% of fees charged by instructor after each class.***

***Performers shall be solely responsible for obtaining appropriate licensing or permission to use, play, or perform copyrighted music. The performer agrees to indemnify and hold harmless the County from damages for unauthorized use or performance of copyrighted music.***

I hereby affirm that I have read and understand the regulations governing the use of the library meeting room. I, as the representative of the group, accept responsibility for any damage incurred to the library or its furnishings as a result of this meeting or of negligence in securing the building, and I am responsible for this compliance.

Signature \_\_\_\_\_

**Please print information below:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Business Telephone \_\_\_\_\_ Residence Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Driver's License Number \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Hour Received \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_