

1.15 PUBLIC USE OF MEETING ROOMS Adopted by Board Action 01/17/2024

The Musser Public Library and HNI Community Center welcomes the use of its meeting rooms with the guidelines stated below:

1. By reserving a meeting room, groups and individuals using Library meeting rooms agree to the Meeting Policy as outlined below. Musser Public Library & HNI Community Center, 2024 14

2. Library meeting rooms are available free of charge for the following groups/individuals and purposes: a. Educational, cultural, civic, social, political, religious, non-profit, or professional organizations. b. Meetings featuring political candidates are allowed as long as they are open to the general public. Meetings held by a campaign or political party/group to plan a campaign or political activity are permissible. Also permissible are meetings held by elected officials to gather input or communicate with his/her constituents.

3. Library meeting rooms are not available to groups for: a. Fundraising purposes, except for those that benefit the Musser Public Library and HNI Community Center. b. Conducting regularly scheduled classes for an educational institution. c. Personal or family purposes, e.g. birthday parties, family reunions, wedding receptions, etc. d. Medical exams or procedures

4. Attendance is limited by the meeting room capacity.

5. No admission or attendance charge or required donation may be assessed by a non-library group using a meeting room.

6. Use of the meeting rooms does not imply the Library's endorsement of the viewpoints presented.

7. Requests must be submitted for approval and confirmation by individuals who are at least 18 years old or at the discretion of the Library Staff.

8. The person requesting use of the meeting room will be held responsible for the orderly conduct of the group and any loss or damage to the Library property or equipment.

9. Requests should be made using the Meeting Room Reservation Software on the Library's website.

10. Meeting rooms may be requested up to six months in advance of the meeting date.

11. Meeting rooms are available during public service hours from opening until 30 minutes before closing, or at the discretion of the Library Director. Groups refusing to vacate the room 30 minutes before closing will not be allowed to reserve again for six months.

12. The Library reserves the right to cancel or change any meeting if circumstances at the Library so demand. If the Library must close due to an emergency situation or inclement weather, all meetings scheduled during the closure will be canceled.
13. The room reservation will be canceled and made available to others if the person/group does not check in within 15 minutes of the reservation start time.
14. Except as a designation of location, the name and contact information of the Library may not be used in any publicity for a meeting.
15. Groups will not be permitted to post signs or distribute materials on Library property without the approval of the Person in Charge (PIC). Unauthorized materials will be removed.
16. The Library/Channel 5 will not film any events in the Library, on Library property, or at any other locations, other than for Library sponsored/co-sponsored events and City & County events without the prior approval of the Library Board.
17. Covered drinks and pre-packaged/wrapped snacks for individual consumption are allowed in the Quiet Study and Meeting Rooms. Hot food/catering or fast-food takeout meals are only allowed in Rooms #017 and #301. The group serving them will be responsible for any cleanup following the meeting.
18. Some rooms have technology available (see amenities in the MeetingRoom Reservation Software). The Library does not provide anyone to operate the technology and attendees are expected to plan for a time before the event to become familiar with the necessary equipment.
19. Table and chair setup is generally available depending on current staffing levels for the large program room (#301). Seating arrangement requests must be made with Library staff no later than one week prior to the scheduled meeting.
20. Alcoholic beverages of any type are not allowed on the Library's premises at any time except at Library specific fundraising events and with the express approval of the Library Board.
21. Accidents must be reported immediately to the staff member in charge.
22. Study rooms are also available for small group work or quiet individual study. Musser Public Library & HNI Community Center, 2024 15
23. The Library reserves the right to withdraw permission for meeting room use when conditions warrant and to stop meetings which interfere with the normal operation of the Library.