

SPRINGDALE PUBLIC LIBRARY
Policies and Procedures

Meeting Room Policy

Affects: All Functions	Effective Date: May 8, 2002 R: July 7, 2005 R: April 21, 2015	Review Date: February 17, 2015	Number
Signature: Name: Title: Board President			

A. Purpose

This policy states conditions for public use of library meeting rooms.

B. Policy

The Shiloh Room and the Children’s Auditorium will be available primarily for the purposes and uses of the library and library-sponsored programs and events. The scheduling of these programs and events takes precedent over outside use.

Registered library patrons may schedule the Shiloh Room or Children’s Auditorium on behalf of non-profit, civic or community organizations in which the patron is active. Use of library space is limited to occasional group meetings or events and does not include regularly scheduled meetings or events. Rooms must be scheduled prior to the date of the event, but may not be reserved more than one month in advance. *Specifically, any civic, community, or other non-profit group is welcome to use the rooms when available, but should not plan to designate the library as a regular meeting place. Exceptions may be made for library partners offering classes or training.*

The meeting rooms will NOT be available for family events, such as birthday parties, anniversary celebrations, family reunions, etc.

The meeting rooms will NOT be available to for-profit companies to conduct meetings or seminars for the public. Companies may use the Shiloh Room to conduct staff meetings or other similar activities that do not involve the public. Library meeting rooms may not be used for commercial purposes or to solicit payment for products or services.

The meeting rooms are available for use during regular library hours. All attendees must leave the meeting rooms upon the closing of the library. Rooms may not be closed to library staff at any time.

An overhead projector, TV, wireless Internet connectivity and a laptop are currently available for use.

Users are responsible for setting up and taking down tables and chairs. The rooms should be free of litter and excessive debris.

The Fire Marshall of the Springdale Fire Department will establish the capacity of the Shiloh Room and the Children's Auditorium. (Fire Marshal capacity: Shiloh Room 46; Children's Auditorium 74.) Library Staff may intercede if limits are exceeded.

Library staff has the authority to determine inappropriate behavior within guidelines established for the Patron Conduct Policy. This will apply primarily to excessive noise.

Light refreshments are allowed, including catered lunches. Only non-alcoholic beverages are allowed. Drinks made with dyes, such as Kool-Aid and similar fruit punches are not allowed because of the stains they create. The library patron reserving the room will be responsible for seeing that all food and drink items are disposed of and the area is left clean.

There is no charge for the use of the rooms.

C. Applicability

D. Responsibility

Responsibility is with the Library Director and the Information staff for scheduling the rooms.

E. Appendices

ALA Meeting Rooms: An Interpretation of the Library Bill of Rights