



## **XVII. Meeting Room**

### Declarations

The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights. Article VI states:

*Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

The library uses the meeting rooms for a variety of programming which promotes the library's goals of public information, education, recreation and cultural programming. In these programs the library presents a range of points of view and does not advocate a single approach.

### Purpose

The meeting room is a community resource. The library board encourages the widest possible use of the community meeting rooms by not-for-profit groups in the Ashland area for programs of an informational, educational, cultural or civic nature.

The rooms may be used by organizations or groups whose primary purpose is religious, commercial or for-profit. Individuals may also rent meeting rooms. See the regulations and rental fee schedule below.

The library is in no way affiliated with the events scheduled in or agencies using the meeting room; it simply provides the venue for such events.

This policy may be subject to change based on need or circumstance.

### Room Accommodations

#### Community Meeting Room (CMR)

Includes a projector, screen, sound, laptop upon request

The community meeting room may be configured in a lecture style to accommodate 35 people in addition to the speaker or in a classroom style to accommodate 20 students and the instructor.



#### Garland Room

Includes a projector, screen, sound, laptop upon request

The Garland Room accommodates about 20 people or 12 at tables and chairs.

#### Community Conference Room (CCR) Literacy Room

The CCR has a large conference table and eight chairs. A smart TV and OWL for hybrid meetings are available.

The B Suite is a small conference room with one table seating up to six people.

#### General Regulations

1. The library board specifically prohibits programs that interfere with the functions of the library.
2. Groups using the meeting rooms must agree to meet the Americans with Disabilities Act (ADA) requirements and to provide requested accommodations for meetings or programs.

#### Availability

The library has priority use of the facilities.

Reservation of the facilities is on a first come, first served basis and conducted through the information desk at the library, by phone or by submitting a room request from the library website. No single group may have more than three meetings reserved in advance. Courses that run for a fixed length of time are an exception to the above rule; please submit a request to the library director.

Meeting rooms are generally available for use during regular library hours. Arrangements may be made to use the community meeting room at alternative hours. See the meeting room contract.

#### Fees

- a) For-profit and/or commercial entities may rent the large community meeting room and the Garland Room for \$10/hour. The small rooms may be rented for \$5/hour.
- b) Not-for-profit organizations/individuals charging a fee for services may rent the large community meeting room for \$10/hour. The small rooms may be rented for \$5/hour.
- c) Not-for-profit organizations/individuals meeting for informational purposes are not charged a fee.



- d) Individuals may rent the large community meeting room for personal events such as birthdays, reunions, receptions for \$50 / four hour block of time. The small rooms are not available for this type of use.
- e) Donations are always welcome to offset the cost of maintenance and utilities.

#### Use of Facilities

The Groups using the room are responsible for returning the furniture to the standard configuration, or as it was prior to occupation.

Groups may enjoy food/beverages within the rooms, knowing it is the responsibility of the group to clean up all trash and wipe down tables.

Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures.

Equipment installed in the room such as the projector, screen, DVD and sound equipment may be used. Arrangements must be made in advance for assistance with technical equipment or use of a laptop.

#### Conduct

The library code of conduct must be observed at all times.

Use of the room cannot be disruptive of the programs and activities of the library.

No unlawful activity is permitted on library premises.

No alcohol may be consumed in the community meeting rooms.

#### Cleaning & Damages

The community meeting room and restrooms must be left in the same condition and standard furniture configuration as when the user took responsibility for the premises; the library reserves the right to retain the users' deposit if this is not the case.

#### Appendices

MRC-Form Meeting Room Contract for After Hours Use

MRP-INV Invoice for meeting room use