

24-01: Meeting Space Policy

1.0 Policy Scope: The scope of this policy is limited to requests to use library space for meeting purposes, not public programming. See **24-02: Library Program Policy** for guidelines associated with library-sponsored programs.

2.0 Policy Definitions

An Adult Library Card Holder is a patron in good standing who is 18 years or older. A cardholder in good standing does not have outstanding fees or missing items on their library account.

An individual is a person who wishes to use a meeting space for independent study or work purposes.

A tutor is a person who is being paid privately to academically assist an individual independent of library activities.

A meeting is a gathering of people who request library space.

A Meeting Organizer is an individual who completes a *Meeting Reservation Form*.

Non-profit Organization is a legal entity organized and operated for a collective, public, educational, artistic, or social benefit, as opposed to an entity that operates as a business aiming to generate a profit for its owners. These organizations must be registered as a non-profit as determined by the organization's last filed 990. Proof of non-profit status and a certificate of insurance are required.

For-profit Organization is an organization that aims to earn profit through its operations and is concerned with its interests, unlike those of a non-profit corporation. A certificate of insurance is required.

A Community Group is a gathering of people who are not legally recognized as a non-profit or for-profit organization.

3.0 Guidelines for Use of Meeting Space:

1. Attendance at all meetings held in the library must be open to the general public. This does not apply to individuals or tutors reserving library space for study or work purposes.
2. Individuals, tutors, community groups, registered non-profit groups, and for-profit groups are permitted to reserve meeting space, as defined in this policy.
3. Use of library meeting space is permitted when not being used for library activities, programs, or meetings.
4. A *Meeting Reservation Form* must be submitted to the Library Director a minimum of 30 days before the date of the meeting space request.
5. The Library Director reserves the right to deny meeting space requests at her discretion and reserves the right to cancel or reschedule the date, time, or location of a room reservation for any cause. The library shall not be liable for any claims, damages, losses, costs, or expenses resulting from such unavoidable cancellations of a meeting.
6. If a meeting space reservation is denied, meeting organizers may appeal the decision, by following the *Meeting Room Reservation or Program Appeal Process*.
7. The library is unable to accommodate the use of meeting space for events such as birthdays, funerals, wedding receptions, religious ceremonies, political advocacy, etc.
8. Meeting spaces are limited to the room capacity as listed on the *Meeting Room Reservation Form*. It is the responsibility of the meeting organizer to manage the group size by the room capacity as listed on the application. Failure to do so will result in the cancellation of the reservation.
9. Meeting organizers cannot require attendees to supply personal information to attend any meeting held in the library.
10. All groups and organizations who are approved to use library space are required to stay within the room they reserved during their reserved meeting time.
11. A meeting organizer who arrives more than 15 minutes late, or who fails to check in at the circulation desk upon arrival on the day of the reservation, may have their reservation canceled.

12. All groups who require audio-visual equipment must arrange for assistance when submitting the *Meeting Reservation Form*.
13. Three cancellations or no-shows within a calendar year will result in forfeiture of meeting space privileges.
14. An approved meeting must end promptly as stated on the *Meeting Reservation Form*, if another group reserves the room directly afterward.
15. Meeting spaces not reserved ahead of time may be assigned to individuals for study or professional work purposes by staff on a first-come first-served basis.
16. Individuals may request a meeting space for study or professional workspace up to 14 days in advance of the date. Individuals may reserve space for this reason for two hours daily, with the possibility of a one-hour extension.
17. All groups or individuals are financially responsible for any loss of or damage to the meeting space.
18. The person signing the application and/or the group represented shall be held financially responsible for any damage to the facility including but not limited to furniture and equipment during the use of the space.
19. Meeting spaces must be left clean and in the same condition, including the set-up before use, otherwise subject to additional fees.
20. All patrons using meeting spaces must abide by the Memorial Library of Nazareth and Vicinity's Code of Conduct.
21. In circumstances that require security for any reason, the Nazareth Borough Police Department will be contacted.
22. Use of meeting space shall not interfere with the normal use or operations of the library. The library retains the right to end a meeting at the sole discretion of the Library Director.
23. Refreshments may be consumed in meeting spaces. Details of these plans must be shared on the *Meeting Reservation Form*. The Executive Director can restrict or prohibit refreshment plans at her discretion.
24. Only one reservation for a non-profit or for-profit organization is allowed at a time. Any subsequent reservations can be made after the approved meeting takes place. If a community group or individual would like to meet consistently, please note this request on the *Meeting Request Reservation Form*.
25. The library should be notified if the meeting space reservation requires cancellation.
26. All groups **may not** charge admission fees to attend meetings held at the library.
27. Permission to use meeting spaces does not imply that the library endorses the views, opinions, policies, or activities of the groups or individuals using the facilities. Any announcement or publicity implying such endorsement is prohibited. All groups cannot use the library's name in public advertising announcements, including but not limited to social media platforms, print ads, websites, and public service announcements. The library's address or telephone number must not be listed or used as the official address or a group using meeting space.

4.0 Fees All fees must accompany a completed *Meeting Reservation Form*.

- Tutors requesting to reserve meeting space are subject to a **\$10 fee** per reservation.
- For-Profit Organizations
 - Large Basement Community Room reservation is subject to a **\$75 fee** per reservation.
 - Small Basement Meeting Space reservation is subject to a **\$25 fee** per reservation.
- Non-Profit Organizations – there is no charge for room reservations.

The Library Board Policy Committee and Library Director referenced the Library Bill of Rights, Article VI as a guide in developing this policy. Article VI states, "Libraries which make...meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use."

Approved by the Memorial Library of Nazareth and Vicinity Library Board on Tuesday, March 26, 2024.