



Meeting Room Policies and Regulations

The Carbondale Public Library has a meeting room with seating capacity for 40 in an auditorium style arrangement. The primary purpose of the meeting room is to support library functions and to promote the library's programs of service to the community. It is also available to nonprofit civic, cultural and educational organizations for events open to the public. The fact that a group is permitted to meet at the public library does not constitute an endorsement of the group's policies or beliefs.

The Library Director or a designee authorizes use of the meeting room and maintains the schedule. If a question is raised as to the objectives and/or activities of any group or organization requesting use of the meeting room, the Carbondale Public Library Board of Trustees has the final authority in granting or refusing permission for use of the room.

The following regulations apply to the use of the meeting room and any departure from them must be authorized in writing by the Library Director.

Availability

1. Library programs and library-related programs have priority in the use of the meeting room at all times.
2. The meeting room is available for use by organizations of a civic, cultural or educational nature, but not for social or religious gatherings, fund-raising, political or commercial purposes.
3. Non-partisan organizations which do not endorse individual parties or candidates may be allowed to conduct meetings in the library at which current election issues will be discussed by candidates for public office, provided that all candidates for the same office have been invited.
4. Groups of individuals under 18 years of age may use the meeting room provided they are supervised by at least one adult for every ten children in attendance. The adult supervisor will be responsible for any damage.
5. Meetings which may disturb regular library functions shall not be scheduled.
6. Activities involving more than normal wear and tear on the meeting room will not be permitted, i.e. projects involving materials which might cause damage.
7. All meetings shall be open to the public.

Scheduling

1. An individual representing the group or organization desiring to use the meeting room must complete the appropriate application providing all information requested on the form.
2. A \$15 per use fee (effective January 2006) is required at the time of application. The room and kitchen facility (if used) will be left clean and in good order. All participants must vacate the room by five minutes before closing time, and a representative of the group must have the librarian on duty check the facilities for cleanliness, damage and room arrangement before the group leaves. Failure to comply with these regulations may result in an additional fee to repair damage, reimburse the library for custodial services, etc.
3. Application to use the room may not be made more than 12 months in advance.
4. Generally, no group or organization may use the meeting room more than once a month. Exceptions may be granted for workshops or educational classes or other reasons with the Director's approval.
5. Groups using the library on a regular basis for meetings must reapply annually.
6. The meeting room shall be scheduled for use during regular library hours only. Any group or individuals representing a group who remain in the room beyond the library's regular hours of operation will be charged an additional fee.

Use of Kitchen Facilities

1. The kitchen facility may be used to prepare light refreshments or light luncheons which involve no cooking.
2. Alcoholic beverages are not permitted.
3. Clean-up is the responsibility of the group or organization using the facility.
4. No dishes, utensils or kitchen equipment, except a coffee maker, will be provided by the library. The library does not supply coffee, filters or condiments.

Responsibility for Equipment and Furnishings

1. Art work may be hung from the picture rail. No signs, displays or exhibits shall be attached to the walls in any other manner.
2. Organizations shall accept responsibility for the repair or replacement of damaged or missing equipment and furnishings, or for damage to the building's interior.
3. No material, equipment or furniture belonging to groups or organizations may be stored on the library's premises.
4. The library will not be responsible for any items left on the premises.
5. The library is not responsible for arranging chairs, tables, or equipment for meetings. Groups using the meeting room are responsible for returning the furnishings to their previous arrangement.
6. The library will allow use of its equipment (VCR, monitor, slide projector, screen, etc.) with prior arrangement.

General Regulations

1. Neither the name or address of the Carbondale Public Library may be used as the official address or headquarters of a group or organization, except the Friends of the Carbondale Public Library.
2. Admission fees or collections are prohibited at meetings held in library facilities. The only exceptions are in the case of paid registrations which are necessary to cover expenses for workshops or institutes, or a fee to cover the actual cost of a library sponsored program.
3. The Library Director or designee is authorized to terminate the meeting of any group or organization that becomes disorderly or objectionable and to deny subsequent use of the room to groups that violate policies and regulations.
4. Smoking is not allowed in any part of the library at any time.
5. Any group using the meeting room must comply with the Americans with Disabilities Act, and are responsible for providing qualified interpreters or auxiliary aids upon request.

Amendments

1. This statement of policy is subject to amendment at any time by the Carbondale Public Library Board of Trustees.

Adopted 10/93, Revised 9/99, 8/05