



MEETING SPACE POLICY

1. MEETING SPACE

- A. Marion County Library has no dedicated meeting rooms and only limited seating capacity.
 - 1) Because staff limitations, after hours events will be severely limited.
- B. The purpose of the any approved event is to allow the public to attend informational, educational, cultural and civic meetings, and to promote the principle of intellectual freedom by providing a forum for the exchange of ideas.
- C. Approval to use the library as a meeting space does not in any way constitute the library's endorsement of the organization's/group's/individual's policies or beliefs, and no claim to that effect may be used, explicitly or implicitly, in advertising such a meeting.
- D. The library neither approves nor disapproves of content, ideas or subject matter presented in meeting space and does not accept responsibility for ensuring accuracy of that presentation, or that all points of view are represented.
- E. An entity wishing to use the library for an event must contact the library director and complete an application.
 - 1) The following do not need to complete an application: Friends of the Marion County Library, Historical and Genealogy Society, and Book Buddies.
- F. The Marion County Library and the Board of Trustees are not responsible for accidents, injury, or loss of individual property while using the meeting space.

2. LIBRARY RIGHTS AND REQUIREMENTS

- A. The library reserves the right to change or cancel reservations for meeting space. If changes or cancellations are necessary, the library will provide the designated contact person of the affected entity with as much notice as possible.
 - 1) It is the designated contact person's responsibility to notify the public and all affected persons of the change or cancelation NOT the library's responsibility.
- B. The library reserves the right to publish/post a list of meetings taking place in its meeting space, which will contain the name of the meeting sponsor and the time of the meeting.



MEETING SPACE POLICY

- C. The library requires prior notice, and must approve, of any needed assistance from the library staff. Library personnel will have open access to meeting space at all times. Failure to meet this requirement may cause the library to terminate the meeting and may be grounds for denial of future use of library meeting space.
- D. When the library closes because of an electrical or heating/cooling equipment failure, or a weather-related emergency, every effort will be made to notify the designated contact person of the affected entity. During adverse weather conditions, the affected persons should check with the library or local media for closing information.

3. USES NOT PERMITTED

- A. Commercial uses, e.g. bazaars, special benefit sales, retail sales and programs designed to promote the purchase of products or services.
- B. Fundraising events that do not directly support Marion County Library.
- C. Parties, e.g. birthdays, anniversaries, baby showers, weddings, play groups.
- D. Political rallies supporting or opposing a specific candidate or cause.
- E. Meetings requiring or soliciting admission fee or donation.

4. RESPONSIBILITIES OF USERS

- A. Those using meeting rooms/space are responsible for maintaining order. Appropriate conduct is expected as a condition of use.
- B. Nothing may be affixed to walls, flooring, woodwork, ceiling or furniture.
- C. Use or sale of alcoholic beverages is prohibited.
- D. No lit candles, open flames or smoking.
- E. No use of auxiliary lighting or special equipment without prior approval.
- F. No blocking off windows, locking of the doors of an enclosed meeting space or using the emergency exit door for anything but its intended purpose.
- G. All meetings and set up for meetings must be held during library hours unless prior approval has been granted.
- H. Meetings must take place within the confines of the space allotted to the meeting.
- I. Entrances and exits must be through the main library door.



MEETING SPACE POLICY

- J. No entity meeting in the library will discriminate on the basis of race, color, national origin, gender, religion, race, or handicapped status in the provision of its service.
- K. Meeting space users must follow all applicable city codes.
- L. Abuse to a meeting space, to the library building or to the contents of the library may result in the termination of the privilege to use the library's facilities. Matters of abuse include but are not limited to:
 - 1) Damage to the room, building or contents. The group using the room when the damage occurs, including the soiling of carpets, walls, furnishings, etc., is responsible for the cost of repair, cleaning or replacement.
 - 2) Failure to follow guidelines for providing security while in the building.
 - 3) Failure to leave the room before or at closing time unless approval for use after hours use was granted by library administration.
 - 4) Failure to leave the space or building in a neat and clean condition.
 - 5) Failure to notify the library of meeting time changes or cancellations.
 - 6) Excessive noise or activity which disturbs other library patrons.
 - 7) Failure to pay assessed library fees.
 - 8) Failure to adhere to library policies.
 - 9) Failure to comply with this policy may result in denial of future use of the library meeting space, financial liability for damages, and/or immediate removal from the meeting space.

5. APPEAL

An incident that results in meeting space privileges being terminated or denied may be appealed to the library board in writing within two weeks of the termination or denial. The decision of the library board is final.

Adopted by the Marion County Library Board
May 04, 2017



Judith R. Bearden, Chair

**APPLICATION FOR MEETING SPACE AT MARION COUNTY
LIBRARY**

NOTE: No meeting space is reserved until a completed, signed Original of this form is approved by the Library Director.

1. Name of applying Organization/Group/Individual:

2. Contact Information:

Physical and Mailing Address: _____

Contact Name and Contact Telephone: _____

E-mail: _____

Alternate Contact Name and Contact Telephone:

3. Type of Organization: _____

4. Purpose of the Meeting: _____

5. Requested Date and Time of Meeting: _____

Space to be available starting at: _____

Space to be vacated by: _____

Please make arrangements prior to the meeting for required tables and chairs.

6. Describe Refreshments, if any: _____

I have read and agree to the terms of the library's Meeting Space Policy

Authorized Signature

Date: _____

Approved: _____
Director

Date: _____