POLICY ON MEETING ROOMS

“As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meeting be open to the public”...From American Library Association, Library Bill of Rights.

The Emporia Public Library is a public institution whose facilities are available to all on the same basis. The intent of this policy is to make the library’s limited meeting room space available on as widespread and equitable a basis as possible for educational and informational community meetings and programs conducted on a non-profit basis. Library and Friends of the Library sponsored programs may offer goods for sale when proceeds will benefit the library.

Meetings held in the library must be open to the public and be free of charge

Public meeting room use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings may not be publicized in a manner that suggests library sponsorship or affiliation.

FIRST PRIORITY for use of the meeting rooms will be given to library produced or sponsored programs. The right to revoke permission to use a meeting room is reserved if the room is needed for library purposes.

SECOND PRIORITY will be given to meetings of an educational, cultural, civic, political or governmental nature. The use is to be on an occasional basis for general public meetings. It is not the intent of the library to provide space on a regular basis to support the primary activities of a group or organization. The space may not be used for commercial enterprises. All activities scheduled are with the approval of the Library Director.
Meeting Room Regulations

1. Advanced reservations of any meeting room are required and is on a first come, first served basis.

2. All meetings shall be open to the public and free of admission or other charges.

3. Neither the name nor the address of the library may be used as the official address or headquarters of any organization.

4. Responsibility for damage to room or its contents rests with the organization.

5. Neither the Library nor its employees will assume responsibility for any property of the organization.

6. Meetings must take place within usual library hours. All meetings must end 15 minutes before the Library closes.

7. At the end of a meeting all organization property shall be removed and the meeting room left neat for succeeding users unless prior arrangements have been made with and approved by library staff.

8. No tacks, nails, glue, or tape may be used on meeting room surfaces.

9. Requests for Audio/Visual equipment must be indicated at the time of reservation and is subject to availability.

10. No smoking in the library.

11. Catered meals and/or light refreshments are permitted but they may not be prepared on the premises of the library with the exception of non-alcoholic beverages.

12. Meetings may not disrupt the use of the library by others, and persons attending the meetings are otherwise subject to all library regulations and policies.

13. It is understood that inquiries concerning the meeting in question shall be referred to the person making the reservations.

14. All activities scheduled are with the approval of the Library Director.