

SCOTT COUNTY LIBRARY MEETING ROOMS

Purpose

The Scott County Library Board of Advisors is “responsible for the use of library meeting rooms” according to its bylaws. This policy guides the reservations and use of Scott County Library’s meeting rooms. A departmental procedure establishes specific guidelines for administering this policy.

Principles

Scott County Library makes its public meeting rooms available for community groups free of charge.

Collecting entrance or admission fees, marketing or selling goods or services for profit, and providing fee-based services are prohibited.

All meetings must be open to the public and may not be restricted to a particular group.

Guidelines and Limitations

Library-, county-, or city-sponsored programs and events have first priority in the use of the meeting space.

To ensure equitable access to meeting rooms, the Library reserves the right to limit groups to five meetings per month.

Meeting room use may not interfere with the normal functions of the library.

The Library should be notified 24 hours in advance of any cancellation. Failure to do so may result in the cancellation of future reservations.

Permission to use a meeting room does not constitute an endorsement by the Library of the group, program, or point of view expressed. The Library may not be identified or implied as a co-sponsor without prior approval from the Library Director.

Groups may submit signs to the Branch Manager for consideration for posting.

Tables and chairs are provided in each meeting room. The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting rooms must be left clean and in the same condition as found.

Light refreshments may be served. Alcoholic beverages are prohibited. Groups are responsible for cleanup.

The Library is not responsible for personal items or equipment.

All groups reserving or using a meeting room must complete an agreement. The agreement must be accepted by an adult, who will be responsible for the conduct of the group and liable for any injuries or damage to library property or equipment.

All groups, entities, and individuals using a library meeting room must follow these rules and the Customer Code of Conduct. Failure to comply with these rules may result in immediate termination of the meeting and/or loss of future meeting room privileges.

Exceptions to this policy are possible for library-, city-, or county-sponsored events or by permission of the Scott County Library Director.