

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 meeting rooms available to the public on an equitable basis. The rooms are available free of charge when Library programs are not scheduled.

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 does not advocate for, promote, or endorse the viewpoints, purposes, products, or content of those who use its meeting rooms.

Guidelines and Limitations

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

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

Meeting room activity must be limited to the meeting room and may not interfere with the normal functions of the library.

The Library may not be identified or implied as a co-sponsor without prior approval from the Branch Manager. Any publicity used to promote the meeting room activity must include the following language: *This is not a Scott County Library event.*

Tables and chairs are provided in each meeting room. The group is responsible for setting up, rearranging, and taking down tables and chairs.

Light refreshments may be served. Each group is responsible for cleaning up after meeting room use. Alcoholic beverages are prohibited.

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.

Please notify the library 24 hours in advance of any cancellation.

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