

## **Meeting Rooms Policies**

Crete Public Library welcomes the public use of its meeting facilities in keeping with the library's mission that recognizes our role as a community meeting place. The library encourages the public to reserve and use the common rooms for meetings, programs and private gatherings. Library activities or events will have priority over public requests to use the rooms. Permission to use the meeting rooms does not constitute or imply library endorsement of the aims, policies or activities of any group or organization, or the views expressed during a meeting/event.

The meeting rooms of the library are available for use by local government, non-profit groups, and businesses for informational, educational, charitable or cultural meetings and programs. Personal use of meeting rooms is also allowed.

### Rooms

The Library has the following rooms available to reserve.

- UBT meeting room – This room can accommodate up to 10 people.
- Children's Program Room – This room can hold up to 40 seated children or 32 in chairs and tables.
- Kinetic Technology Room – There are 12 chairs placed around six tables. Priority given for technological uses.
- Large Study Rooms (2) – these rooms can accommodate up to four people.
- Small Study Room – this room can hold two people.

Other equipment available include: wall-mounted displays, wireless display capability, HDMI input, USB microphone and laptops. See Library website for specific equipment availability for each room.

### Fees

A freewill donation to the library is suggested for the use of a meeting room. Use of a meeting room is not contingent upon receiving a donation. If food or drink is to be served in the meeting room, a damage deposit of \$100.00 may be required, depending upon the anticipated audience size. Completion of the damage deposit form along with the deposit must be provided to the library when the reservation is made.

### Refreshments

- Snacks and covered drinks may be served in the meeting room and study rooms. No food or drink is allowed in the Technology Room.
- Alcoholic beverages are not allowed anywhere on library property without permission from the Crete City Council and with the required legal permits.

## Room Use and Regulations

- Permission to use these facilities does not imply any endorsement of the aims, policies or activities of any group or individual.
- All meetings must be conducted in a manner consistent with the Library's Patron Code of Conduct Policies, and according to the Meeting Room Policies, as they may be amended from time-to-time.
- No gaming or games of chance for personal financial gain, including bingo and lotteries, are permitted.
- Charitable fundraising is not permitted on Library property unless authorized by the Crete City Council.
- Library staff must have access to facilities at all times and may enter the room of the event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Library policies.
- Sales of goods are not permitted unless authorized by the Crete City Council.
- All users are required to clean up after their meetings and to leave the room in the condition in which it was found. Trash should be placed in the exterior trash container if food or drink has been served.
- Library staff is not responsible for arranging room furniture, and those using the facility are responsible for returning the room to its previous condition.
- Nothing may be affixed or mounted in any way to the walls or furniture of any room.
- Users must vacate rooms by the originally scheduled time to allow for use by other groups, or by 15 minutes before library closing.
- A meeting room may not be vacated for more than 10 minutes or it will be considered available. Personal items may not be left in vacated rooms.
- Library staff is not available to assist in carrying in supplies or materials for events.
- There will be no solicitation or proselytizing outside of library meeting rooms.
- Political campaigning on library property will not be allowed, though rooms may be used for general political purposes including information sharing, organizational meetings, or community forums.
- No event which interferes with the operations and purpose of the library is allowed.
- Youth events must be supervised by at least one responsible adult at all times.

- All children under the age of 8 accompanying an adult to an event must remain with the adult at all times.

### Denial of Use

When making the Library's Meeting Rooms available for use, the Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property. The Library reserves the right to deny or cancel a booking when it reasonably believes:

- Use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, color, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor.
- Use by any individual or group will be for a purpose or action, that is contrary to the law or any of the Library's policies, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct.
- There is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment.
- Use by individuals, clubs, groups and organizations is intended to establish the Library as a permanent location for their activities, including establishing offices in Library meeting rooms.

### Room Reservations

- All rooms can be reserved on the library website.
- All reservations will be accepted on a first-come, first-served basis.
- Rooms can be reserved up to four times per month per requester, or at the discretion of the library.
- The meeting room and study rooms can be reserved for immediate use, if available.
- The meeting room and study rooms can be reserved for up to two hours at a time.
- Individuals must be above 13 years old to reserve the meeting room and study rooms.
- The children's program room and technology room must be reserved at least one week in advance, or at the discretion of the library.

- The children's program room and technology room can be reserved for up to four hours at a time. Requests for longer time reservations will be decided upon a case-by-case basis.
- Individuals must be above 17 years old to reserve the children's program room and technology room.
- The children's program room and technology room reservations will be mediated for approval and an email will be sent to the requester after mediation.

*Approved by the Crete City Council, 17 December 2019*