**MEETING ROOM POLICY**

The Dixie Regional Library System welcomes the use of its public meeting room facilities for cultural, civic, educational and informational meetings of interest to the citizens of Pontotoc, Calhoun, and Chickasaw Counties. Policies and procedures governing the use of Library meeting spaces are made in accordance with Article 6 of the Library Bill of Rights:

***Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.***

Groups representing any point of view shall have equal opportunity to apply for meeting room use, provided all requirements are met. The fact that a group is permitted to meet at the public library in no way constitutes an endorsement of the group's objectives or beliefs by the Library, staff, or DRLS Board of Trustees.

**General Guidelines:**

1. Requests to use meeting room space in the Dixie Regional Library System must be made through the branch where the meeting is to occur. Reservations will be made on a first-come, first-served basis. Groups must contact the Library no fewer than 48 hours in advance of the proposed use.
2. Reasonable reimbursement fees will be charged to offset upkeep and utility costs.
3. Each branch has different-sized facilities. Meeting room capacity is determined by the Fire Code and must NEVER be exceeded – numbers are for adults seated without tables.

Pontotoc: 75 seated without tables

Sherman: 75

Bruce: 58

Calhoun City: 28

Vardaman: 35

Houston: 24

Okolona: 50

Houlka: no meeting room

1. Availability of after-hours meeting space, kitchen facilities, equipment, and amount of fees vary by location.
2. The Library reserves the right to cancel confirmed meeting room reservations. The group will be notified immediately and every effort will be made to reschedule. Priority for scheduling the meeting rooms will be as follows:
	1. Library and library-sponsored groups and programs will always take precedence;
	2. County or city officials;
	3. Community oriented groups;
	4. Others
3. All meetings must open to the general public and to the media, and admission fees may not be charged.
4. Groups or individuals may not sell goods or services for profit. Exceptions - tuition or materials costs collected for educational courses taught by established institutions.
5. Only the Library and affiliated organizations (e.g. Friends of the Library) may collect monies during fundraising events, such as book sales and author lectures.
6. No activities that could be construed as dangerous or hazardous will be permitted.
7. Individuals requesting quiet space for the day, small groups of students working on assignments, or other users may be allowed the use of a meeting room on an ad hoc basis, as schedules permit without having a signed reservation form on file.
8. Political organizations may use the meeting room provided the following guidelines are met:
	1. Meetings are not related to specific candidates or campaigns and do not include fundraising.
	2. May include business meetings and issue discussion in multi-candidate forum.

**Regulations:**

1. Groups are limited to two meetings per month. No group is guaranteed the same time slot continually. No bookings may be made more than one year in advance.
2. Meeting facilities that are accessible apart from the library may be scheduled when the library is closed. Identification must be provided and fee paid for pick up of the key.
3. Loss or damage to Library equipment or property will result in assessed charges and/or loss of use of meeting room privileges.
4. The use of tape, staples, nails, adhesives, or signs on walls, doors, or windows is not permitted. Tape/ adhesives may be used on glass if thoroughly removed.
5. Alcoholic beverages and smoking are not permitted on Library premises.
6. Publicity should clearly identify the name and contact information of the sponsoring group, along with the date and time.
7. Groups who purchase advertising, widely distribute, or mail information to the public must include this disclaimer in their announcements: **"Use of library facilities does not constitute endorsement of this group, its beliefs, policies, or affiliations by the Dixie Regional Library System Board of Trustees or library staff."**
8. Permission to publicize non-library meetings on-site (e.g., flyers, signs or posters in the building or outside on Library property) must be obtained from the Branch Manager.
9. If Library rules or established laws are broken; or, if the purpose of the organization or meeting has been misrepresented, the meeting may be cancelled and the group may be denied future use of facilities throughout the Library System.
10. The Library/Library System assumes no liability for any loss of personal property or personal injury which occurs in connection with a meeting held on its premises.

**Procedures:**

1. Reservation forms must be completed by an adult representative (21 or older) of the group. This individual must possess a ~~valid~~ Dixie Regional Library System borrower’s card in good standing. (i.e., no fines in excess of $3.00 and no materials overdue beyond one month). For $20, a library card will be issued to anyone who does not permanently live, work, or attend school in our service area.
2. Regular users may call to check for availability or cancellations on a weekly basis no more than two business days before the date they desire to meet.
3. The per-use fee is refundable if the meeting is cancelled two weeks or more in advance. For later cancellations, the fee is forfeited.
4. Groups may serve refreshments in most spaces. Library staff will not serve or clean up.
5. Groups must provide and transport their own supplies and equipment.
6. No library furniture or equipment may be moved into or out of the meeting space without the Branch Manager’s permission.
7. If Library equipment is needed, the request must be submitted to the Branch Manager when the room is scheduled or 48 hours in advance of the meeting.
8. Notify the Library immediately if your group must cancel or change a meeting time.
9. Notify the Library immediately if the name or telephone number of the group's contact person changes.

### User Responsibility:

1. The adult leader / contact person, as listed on the registration form, will be held responsible for the conduct of the group. The leader will be assessed for damages to the building or library property. Other fees will be assessed for failure to return keys; failure to turn off equipment properly, or leaving the building unlocked.
2. Persons coordinating and attending meetings, programs and exhibits are subject to all library rules, regulations and federal, state and local laws. Any person or group may be denied the use of meeting facilities if they have demonstrated disregard of the DRLS Code of Use and Conduct Policy.
3. Meetings, programs and exhibits may not disrupt the use of the public library by others. Events held during regular library open hours must be conducted in low tones, being mindful and respectful of others using the Library.
4. Groups consisting of those under age 21 must have adult supervision (someone 21 or older) at all times.
5. The room must be left in exactly the same condition as when entered (i.e., chairs must be stacked or arranged as before; room must be left clean, with all garbage carried outside the building and placed in the appropriate container or dumpster). Nothing is to be affixed to the walls, doors, etc.

**Library Role**:

1. Use of library facilities does not indicate endorsement of any group and any publicity should not give the impression that the program is sponsored, co-sponsored or approved by the library.
2. Library staff members will give out any information on meetings to be held in their branch that has been made available to them.
3. Branch staff will not be expected to serve or clean up.
4. The Library does not offer porter service or group storage space. The Library assumes no responsibility for private property used or left behind in meeting room spaces. Materials found in meeting room spaces may be discarded after reasonable efforts made to return the property prove unsuccessful.
5. The Library is not responsible for outside equipment, nor does the Library provide technical support for it. A representative of the group is responsible for the delivery, use, and pick-up of special equipment.
6. The Library reserves the right to deny usage to any group or individual believed to have been destructive or disruptive in the use of the library or otherwise in violation of the policies of DRLS and/or applicable law.
7. All unresolved meeting room disputes will be reviewed by the Dixie Regional Library System Board of Trustees which shall be the final authority in mattersof granting or refusing permission for use of the meeting rooms.

The Library Board may deny use of the meeting room facilities to any group that does not fully comply with this policy.

ADOPTED: DRLS Board, 10-12-10

Reviewed & Retained: DRLS Board, 9-12-13

Reviewed & Retained: DRLS Board, 05-04-2017

**Meeting Room Reservation Request Form**

**Dixie Regional Library System**

Branch Name: \_\_\_\_\_Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization (Please do not abbreviate or use initials):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Meeting:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary contact person (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Number of Members: \_\_\_\_\_\_\_\_\_\_ Estimated Attendance at Meeting:\_\_\_\_\_\_\_\_

Dates Requested:

 From: To: \_\_\_\_

 From: To: \_\_\_\_

 From: To: \_\_\_\_

The undersigned certifies that he or she has a valid DRLS Library Card, is a member of the organization or group and will personally be present during the entire meeting to be held at the library meeting room. The undersigned agrees to comply with the meeting room policy, including being responsible for the general conduct of and any damages caused by the members and guests of this organization.

 \_\_ \_\_ \_\_ \_\_ \_\_

Signature of contact person Date of application

 \_\_ \_\_ \_\_

Signature of library representative

Date of denial: \_\_ Reason for denial of application: \_\_ \_\_\_\_\_\_

\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reimbursement for use: amount: \_$ Date of payment: Received by: \_\_\_\_\_

Damages/Janitorial fees: assessed: $ Date of payment: Received by: \_\_\_