

SUBJECT: LIBRARY MEETING SPACES

EFFECTIVE: May 12, 2016

SUGGESTED REVIEW: 1 YEAR

1. PURPOSE:

- A. The Bruton Memorial Library's meeting spaces are intended to be used for library related functions. The library encourages other citizens and community group access to those rooms as part of a program of service to further the library's objectives.
- B. The library's objectives are to promote lifelong learning, enhance quality of life, encourage individual intellectual freedom and broaden horizons for all.
- C. Use of meeting spaces shall have the following priority:
  - (1) Early voting or voting precinct locations coordinated in conjunction with the Hillsborough County Supervisor of Elections Office which preempts all other uses.
  - (2) Library sponsored or co-sponsored programs.
  - (3) Organizations in partnership with the Library, including Friends of the Library and the Hillsborough Literacy Council.
  - (4) Individuals, community groups, non-profit organizations and other qualified governmental agencies.
- D. The Library reserves the right to deny meeting space access to any group pursuant to this policy.

2. POLICY:

- A. All use of meeting spaces must be free and open to the public.
- B. Meeting spaces may only be used by individuals, community groups, or non-profit organizations that do not unlawfully discriminate in their membership practices. Persons, groups, corporations or other legal entities engaging in any commercial activities or for-profit transactions may not utilize meeting spaces. (Exception: Individual and small group tutoring in support of K-12 education.)
- C. Library staff may request proof of non-profit status and will follow-up with appropriate local, state, or federal agencies for verification of this status.
- D. No sale of items, solicitation or selling of goods or services, or fund raising activities directed toward the public may take place in meeting rooms and/or community rooms unless the individual, community group, or non-profit organization is acting as a co-sponsor or partner for a library program, event or service.
- E. Meeting spaces are not available for private social gatherings (parties, weddings, bridal, baby showers, family reunions, graduation ceremonies, etc.)

- F. Use of facilities is governed by the City of Plant City Library Board.
  - G. The individual completing the Application for Use of Library Meeting Spaces (Application) must have a current Bruton Memorial or Hillsborough County Library card in good standing with no outstanding fines or fees. Those residents without a library card are encouraged to apply for one.
  - H. All persons attending meetings must conform to guidelines set forth in the Library's Code of Conduct.
  - I. The City of Plant City, Bruton Memorial Library, and the City of Plant City Library Board, neither endorse, approve nor disapprove the aims, policies, viewpoints or activities of groups utilizing meetings spaces.
  - J. Individuals, community groups and non-profit organizations may not reserve meeting spaces more than twice per month nor more than two months in advance to ensure fair availability to all citizens.
  - K. Walk-in requests for immediate use of meeting spaces are based on availability and compliance with this policy.
  - L. Use of any audio, computer, visual, sound and lighting systems are self-serve.
  - M. Meetings must be scheduled to take place within regular library hours of operation and must end at least 15 minutes prior to closing time.
  - O. Meeting spaces must be left in the same condition and arrangement in which they are found prior to usage. Responsibility for any damage to property or loss of library equipment must be assumed by the individual, community group, or non-profit organization using the room.
  - P. Accidents are to be reported immediately to library staff.
  - Q. Library staff may attend or observe any meeting or any program at any time.
  - R. The name, address and /or phone number of the Bruton Memorial library may not be used as the address or headquarters of any group. No individual, community group or non-profit organization may imply library sponsorship agreement without prior approval, and such approval shall be in writing and in accordance with library policy.
  - S. The individual, community group or non-profit organization using the meeting space is responsible for its own publicity unless the library has a formal sponsored or co-sponsored agreement and it is outlined therein.
  - T. Individuals, groups or businesses using the meeting spaces must save, defend, and hold the City of Plant City, its officers, agents and employees, and the Plant City Library Board, harmless from any claim or injury to themselves or others.
3. PROCEDURE:
- A. Applications:
    - (1) Individuals, community groups or non-profit organizations wishing to reserve

meeting space must submit a completed application with sufficient processing time, usually two to three business days. Last minute requests will be considered on an individual basis and handled appropriately.

- (2) All submitted applications are reviewed prior to confirmation of a reservation.
- (3) Individuals, community groups or non-profit organizations will be notified of the status of their application.
- (4) The individual, community group or non-profit is responsible for keeping its application accurate and current.

B. Cancellations:

- (1) The library retains the right to cancel a meeting space reservation in the event of a scheduling conflict with a library activity or co-sponsored program or if conditions arise that affect the safety, health or operation of the library.
- (2) Individuals, community groups or non-profit organizations holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting space for use by others. Failure to provide notice of cancellation on more than two occasions could result in denial of future use.

C. Use Limitations:

- (1) Fire Marshal's maximum occupancy limits cannot be exceeded.
- (2) Individuals, community groups or non-profit organizations must check in with library staff on first arrival for any meeting and provide them with an attendance count before departure.
- (3) Refreshments other than dry snacks and beverages in covered containers are permitted only in the Moody Meeting Room and only if permission has been granted.
- (4) Serving or consumption of alcohol is strictly prohibited.
- (5) Sound amplification in a meeting space must not impede regular operations of the library.
- (6) Copyrighted or commercially produced films, videos and DVD's must have public performance rights in order to be viewed in a meeting space.
- (7) Individuals, community groups or non-profit organizations' activities may not adversely affect library operations.
- (8) Anyone failing to follow the above use limitations is at risk of having their meeting space privileges revoked.

4. AUTHORITY:

- A. Chapter 2, Article V, Division 4, Plant City Code.

Date Approved by Bruton Memorial Library Board \_\_\_\_\_