

330 MEETING ROOMS

Defines the nature and location of public meeting spaces in the Library and details the process and fees for reserving and using auditoriums and other meeting rooms, including compliance with local fire codes.

General

1. Davis County Library maintains the following types of rooms for public use. Seating and participant capacity varies by location.
 - a. Multi-purpose meeting rooms, sometimes referred to as auditoriums, have a seating capacity greater than 20 individuals. For the purposes of this policy, auditoriums are considered multi-purpose meeting rooms.
 - b. Conference rooms are meeting room spaces intended for groups. Seating varies, generally between 4-10 individuals. Conference rooms are considered an extension of the Library's public space.
 - c. Study rooms contain spaces intended for individual study with a capacity unique to each location. Study rooms are also considered an extension of the Library's public space, but are not considered meeting rooms.
2. The Library makes meeting rooms available for public use to advance the public benefit which occurs when information, ideas, culture, and community events are shared. Consequently,
 - a. The Library encourages the use of its meeting rooms for public meetings of an informational, educational, cultural or civic nature.
 - b. Public benefit, rather than private, is the primary value which guides the interpretation and application of this policy and regulations. Examples of inappropriate meetings are included below in the Multipurpose Meeting Rooms section of this policy.
3. In an effort to promote an environment conducive to personal study, leisure reading, and the search for information the Library has adopted the following guidelines to maintain a sense of neutrality.
 - a. Meeting rooms are available to individuals or groups on an equitable basis, regardless of their beliefs or affiliations.
 - b. Meeting rooms of the Library shall not be used for illegal activities, social or religious ceremonial functions, or purposes which interfere with the operation of the Library.
 - i. Social and religious ceremonial functions which may not be permitted include but are not limited to, reunions, services of worship or marriage ceremonies.
 - ii. Other ceremonial functions, such as graduations and installation of organizational officers, may be permitted when they are incidental to and a minor portion of a program which otherwise fully complies with the purposes and requirements of this policy.
 - iii. Individuals or groups wishing to show copyrighted audio-visual materials in the Library's meeting rooms must first secure and present to the Library written permission to do so from the holder of the copyright, or must submit evidence that public-performance rights for the material have otherwise been granted.
 1. Permission is required regardless of who owns the equipment.
 2. The Library Director or a Deputy Director may deny permission if he or she is not satisfied that appropriate authorization or evidence has been submitted.

- c. Those wishing to distribute literature, solicit signatures, or undertake similar activities are encouraged to do so in the Library's meeting rooms and conference rooms, in accordance with Library Policy regarding such activities. (Policy 310 Solicitation, Distribution of Literature, solicitation of Signatures and other uses of Library Property)
 - d. No admission fees, or fees for participating in any meeting or program in the Library shall be charged. No fees or charges for services or products provided by the meeting's sponsors or any other participants in the meeting shall be charged. These rules are waived for events sponsored by the Library.
 - e. No charge shall be levied during, previous to, or after any meeting for materials integral to participation in the meeting. These rules do not apply to events sponsored by the Library.
 - i. Notwithstanding the above, state or local government agencies may seek reimbursement of costs for materials when all of the following criteria are met:
 - 1. the sponsoring agency is a unit of government;
 - 2. the meeting in all other aspects complies with the purposes and policies set forth for use of Library meeting rooms;
 - 3. the sponsoring governmental agency verifies that the reimbursements costs of the materials is set only to cover those costs that would otherwise have to be paid for from tax revenues;
 - 4. the costs for the materials are collected directly by and processed through the financial records of the sponsoring Governmental agency.
 - ii. It is recognized that allowing the reimbursement costs for materials in these limited circumstances also implies that pre-registration for participation, and accordingly limitation on the number of participants may be necessary, as determined by the sponsoring governmental entity.
 - iii. This limited exception applies only to reimbursement of materials necessary for participation in a meeting and not to any direct fees or charges for attendance.
 - f. No donations shall be solicited or contributions taken on Library premises during, previous to, or after any meeting.
 - g. The granting of permission by the Library for the use of its meeting rooms does not constitute endorsement by the Library of any points of view expressed by participants in any meeting, program, or promotional literature. Advertisement or announcement claiming or implying such endorsement is prohibited.
 - h. Neither the name nor the address of the Library may be used as the official address, mailing address, contact or headquarters of any individual or groups using meeting rooms.
4. These policies are intended to balance the need of individuals and groups to hold regularly scheduled meetings, the reasonable expectation of other individuals and groups in the community to have fair access to, and the need for safe and orderly use of Library meeting rooms.
- a. The individual who applies for the use of a meeting room will be responsible for discipline of those in attendance and care of the room, furnishings and equipment. The applicant is also responsible for ensuring the meeting room is clean and undamaged.
 - i. The applicant is financially liable for any damage to Library property which occurs during the meeting or program. In the event that damage occurs, Library staff will;

1. work with the Davis County Facilities Department and Civil Attorney's departments as appropriate to determine costs associated with the damage.
2. contact the responsible party to discuss recovery of costs and payment.
- ii. The applicant is responsible for returning chairs and tables to an orderly arrangement, picking up and disposing of papers, and cleaning away any clutter.
- iii. Failure to comply may result in denial of future meeting room use for both the applicant and/or group using the room for a period of one year, and in cases of property damage, may also result in legal action.
- iv. In no instance will an individual or group be allowed use of meeting rooms if the individual or group has failed to pay for past damage to the premises, furnishings or equipment.
- b. The Library will not be responsible for
 - i. any loss or damage to property, including equipment, personal belongings, decorations, or other items, owned by individuals or groups using meeting rooms.
 - ii. care, security, or storage of any equipment provided by individuals or groups using meeting rooms.
- c. The Library reserves the right to either substitute facilities or cancel permission to use the meeting rooms if the scheduled room is needed for Library purposes.
- d. Rulings of the City Fire Department as to room capacity, aisle space and other matters will be observed.
- e. Smoking in the Library is not permitted. The use of alcoholic beverages and the unlawful use of drugs is not permitted in the Library or on any Library property.

Multi-Purpose Meeting Rooms

5. All meetings and programs not related to Library business will be open to the public within the provisions established in these policies and regulations.
6. Individuals and groups shall not use Library meeting rooms to:
 - a. solicit business(es) directly or indirectly, nor to encourage attendance at future meetings where solicitation will occur;
 - b. recruit or train staff members or others for work in or on behalf of a commercial enterprise;
 - c. promote or advertise their business, services, or products in any way except as may occur incidentally, such as identifying their business or employment to establish credentials related to the topic of the meeting.
7. Meeting rooms will be reserved only upon receipt of a completed application form by the branch Library location where the meeting will occur, and the reservation will be made final only upon approval of the application.
 - a. Meeting rooms may only be reserved by:
 - i. a resident of the Library's service area, as defined in the policy on "Residency"
 - ii. a patron who has purchased a currently valid non-resident Library card.
 - iii. duly constituted local, state and federal governmental agencies, only if approved by the Library Director.

- b. Meeting rooms may be reserved up to six months in advance of the meeting date.
 - c. Meetings may be scheduled beginning fifteen minutes after the Library opens and must be scheduled to close thirty minutes before the Library closes.
 - i. Groups are expected to vacate the meeting rooms promptly to allow the next group to enter the rooms, or to allow the Library staff to complete its closing procedures.
 - ii. After the second time a group fails to vacate the meeting rooms promptly at the designated closing time, the Library may deny the group meeting room privileges for six months.
 - d. Except in limited circumstances, individuals will not be allowed to reserve a meeting room if they have unpaid fees for previous meeting room use.
 - e. Individuals and groups needing to schedule a meeting room on a regular basis may do so according to the following guidelines.
 - i. Weekly or monthly recurring meetings may be scheduled for up to 6 consecutive months.
 - ii. Meetings for an individual or group may not be scheduled more frequently than once per week.
 - 1. Up to a 3-day exception may be granted when the nature of an event requires special arrangement. For example, a workshop or conference.
 - 2. Any extension beyond the three-day limitation may only be granted by the Library Director upon submission of a written request.
 - f. Applications and other reservation requirements do not apply to Library sponsored programs.
8. Decorations in the meeting rooms must be approved in advance by the Branch Manager. Nothing may be fastened or affixed to the walls, ceilings, or floors, in any manner.
9. The responsible individual will be given the option on the application to permit or to not permit his or her name to be released upon request to the public as a contact person for the group or organization reserving the room.

Conference Rooms

10. Rules for use of conference rooms are included in the agreement form and posted inside the rooms at each location. Both groups and individuals will follow established guidelines when using the spaces provided
11. Patrons must complete an agreement form to use a conference room.
12. Groups may reserve rooms in person or over the phone up to one week in advance of their requested time.
13. Occasionally, when a conference or study room is unavailable, the Library may permit a group or individual to use a meeting room provided that:
- a. it is clear that such use is consistent with conference rooms, not multipurpose rooms, based on this policy and the conference room agreement and meeting room application forms currently in use.
 - b. such use does not interfere with previously scheduled use.

- c. one participant in the group signs a multipurpose meeting room form accepting responsibility for the condition of the multipurpose room given that meeting rooms cannot be monitored for security by staff members.

Equipment, Fees and Refreshments

14. Permission to use a meeting or conference room may include the use of chairs, tables, piano, and audio-visual equipment. Groups and individuals using large meeting rooms have additional opportunities and responsibilities.

15. Piano Use

- a. A \$5 fee per use will be assessed for ongoing piano maintenance and replacement.
 - i. The Library makes pianos available as a convenience for citizens wishing to use them during programs held in the Library meeting rooms.
 - ii. The Board of Directors does not consider the provision of a piano to be a standard Library service and believes that it is appropriate to place a small portion of the long-term burden of costs on each user of this service.
 - iii. Over time, the revenue from the fees collected will compensate for a substantial portion of the costs of repair or replacement, rather than using funds which should be spent on standard Library services.
- b. The fee for piano use will be collected for each block of meeting room time signed up for by an individual for up to 3 hours. Time beyond 3 hours will be considered a second "use" and will be subject to an additional fee assessment.
- c. Individuals who have signed up to use the piano as part of a meeting room reservation may schedule a 90 minute practice session without an additional use charge. This is to allow participants in the program to become familiar with the piano, how it plays and sounds.
- d. Pianos are provided to support the purpose of the meeting rooms to advance the sharing of information, ideas, culture and community events. Consequently, they are not available for private lessons or private practice except as related to an approved meeting room application in accordance with this policy.

16. Audio-Visual Equipment Use

- a. Groups wishing to use the Library's audio-visual equipment during a meeting must make arrangements to have an adult member of the group instructed in equipment use by a staff member.
- b. Groups requiring such instruction for equipment use must notify the Library a minimum of two days before the meeting to allow ample time to make arrangements.
- c. Groups may bring their own audio-visual equipment to use during meetings, if:
 - i. they make arrangements in advance to ensure compatibility with the Library's equipment, floor space and utilities, and
 - ii. the group provides a qualified operator.
- d. Library staff cannot assist in the operation of equipment not owned by the Library.
- e. Audio-visual equipment and other property owned by a group
 - i. may be brought in no earlier than one hour before the scheduled start of the meeting
 - ii. must be removed immediately after the meeting ends.

17. Light refreshments and beverages are allowed in Library multi-purpose rooms according to the following guidelines and fees. The Library recommends that applicants discuss questions about serving food and beverages in advance.
 - a. Light refreshments
 - i. may include simple finger foods and similar prepackaged items
 - ii. do not include sauces, frostings, luncheons, plated dinners, or any other part or practice which may damage library meeting rooms.
 - b. The following beverages are not permitted in Library meeting rooms.
 - i. alcoholic beverages;
 - ii. beverages that contain dye or food coloring, specifically: Kool Aid and other similar powdered products, fruit juice, cranberry juice, and tomato juice.
 - iii. any other drinks which pose similar risks to the carpet but which are not listed here.
 - c. A non refundable fee of \$10 shall be paid before each meeting at which any refreshments are consumed or distributed. This fee covers
 - i. use of Library supplies and equipment to clean the area after the meeting, and
 - ii. staff time to verify that the area has been appropriately cleaned.
 - d. Library sponsored events are exempt from these guidelines and fees.
 - e. Kitchen facilities are not available for public use.

Approved by Library Board August 18, 1992; Piano use effective January 1995; approved by the Library Board August 1994; revised November 25, 1997; revised March 28, 2000; revised, Piano use combined into Meeting Room policy June 25, 2002; revised March 20, 2007; revised October 20, 2009; revised June 21, 2011; revised November 20, 2012; revised November 17, 2015, January 21, 2020; revised June 5, 2021; revised January 12, 2023