

Armoral Tuttle Public Library Policy

Meeting Room Policy

The purpose of the Armoral Tuttle Library meeting room policy is to provide space for library activities and functions in support of the library's mission to provide quality materials and services which fulfill the educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful and businesslike. When not needed for library use, the library's meeting room may be available as a designated and limited public forum for local government agencies, businesses, community groups, and non-profit organizations as a public service. The Board endorses Article VI of the [Library Bill of Rights](#) which states that meeting rooms are available on an equitable basis. Permission to use our meeting rooms does not constitute an endorsement by the library of the group's policies or beliefs.

The Armoral Tuttle meeting room rules include:

ELIGIBILITY

The library grants permission to use its meeting rooms to members of the public who fulfill the requirements specified in this policy.

- Meeting rooms are intended for use by groups. The Library, Library Board, and Friends of Armoral Tuttle Library are given priority in scheduling the use of the meeting rooms for programs and events that promote community enrichment, education, and recreation, and raise funds for the library and its associated nonprofits.
- The library does not discriminate in making its premises available for use on the basis of sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation, or physical limitation.
- The library requires adult sponsorship for any meeting room reservations involving persons under the age of 18. The adult sponsor accepts responsibility for all and will reimburse the library for any damage caused by the group or members of the group to the meeting room or to the library.
- Unattended members of the meeting group will not be allowed to roam the library unsupervised.
- All cleanup will be mandatory by the group before vacating the library.

Availability

- The meeting rooms vary in number and size.
- The rooms and space are subject to availability and may be subject to capacity limitations.

- Availability is determined by the library director
- Reservations will be given consideration on a first-come, first-served basis.
- Meeting rooms are available only during normal library operating hours.
- Rooms may not be used for meetings longer than three hours.
- Meeting rooms will need to be reserved at least 24 hours in advance

TERMS OF USE

1. There are no charges for hosting a meeting in the library.
2. Programs or events may not disrupt the use of the library by others. The library reserves the right to withdraw permission for meeting room use when conditions warrant and to stop meetings that interfere with or are disruptive to the normal operations of the library. Persons attending the meetings are subject to all library rules and regulations including the [Code of Conduct Policy](#) which includes, but is not limited to:
 1. Illegal weapons are not permitted on the premises.
 2. In compliance with the Idaho Code, smoking is prohibited in all parts of the library, including meeting rooms.
 3. Possession or consumption of alcohol on library grounds is prohibited.
3. Groups are to manage their meetings in a respectful manner in the allocated rooms. Groups using the library property shall be liable for any damages.
4. The library is not responsible for materials, equipment, or any other article left by an organization, group, or individual and will not be liable for loss, theft, or damage hereto. We will attempt to notify the contact listed on the application for any items left after the end of the event. Items left unclaimed for one business week after an event will be considered abandoned and disposed of without further notice to the organization.
5. All safety provisions will need to be observed by individuals and organizations who are reserving space in the library.
6. The library requests that you inform them if there will be food at the event. The Library is not liable for harm done by food provided by the organization during the event.
7. Copyright restrictions apply to the use of library meeting rooms and equipment and cannot be used to duplicate or show material produced by copyright law. Applicants may be liable for any infringement.
8. If the Library Director determines that cleaning services are necessary, costs associated with the cleanup will be covered by the organization.

DENIALS AND APPEALS

The library reserves the right to deny or revoke permission to use any meeting room if in the library's opinion:

- The purpose of the meeting or activity is illegal or potentially hazardous;
- The meeting presents health or security risks;
- The conduct of the meeting interferes with the functioning of the library;
- The applicant has not provided satisfactory adult sponsorship and/or supervision;

- The applicant fails to comply with the Library [Code of Conduct](#) or Meeting Room Policy.

An applicant aggrieved by an administrative decision about the use of a library meeting room may appeal the decision by writing a letter to the Library Board of Trustees within five (5) working days of the decision. The applicant, or chosen representative, may appear before the board at a regularly scheduled meeting to state a position. The library director may present an opposing view at the same meeting with the library board deciding the matter.

PUBLICITY

1. The individuals and organizations contracting to use library meeting rooms are responsible for the event's publicity. All news releases, publicity, or advertisements relating to any program or meeting held in one of the library's meeting rooms must include a disclaimer that the meeting or event is not sponsored or endorsed by the library. Use of the library's logo on non-sponsored programs is prohibited.
2. All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the library, including an entrance hall or vestibule.
3. Our library does not allow the use of the name and address as an official address or headquarters by an organization using the library meeting rooms.

RESERVATIONS

An application upon request by phone, email, or in person. The reservation must include the name and contact information of the responsible adult, name of the organization, if applicable, time period requested, number of expected persons, topic or nature of the meeting, and requested equipment. An individual must complete an application and certify an understanding of the library's rules and regulations in order to reserve a meeting room. Reservations that do show up or communicate a reason for the delay within 15 minutes of the scheduled start time will be considered forfeited.

MEETING ROOM: RENTAL AGREEMENT

NAME/ORGANIZATION: _____

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ADDRESS:

PERSON RESPONSIBLE:

CONTACT PHONE NUMBER:

TOPIC OR NATURE OF THE MEETING:

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DATE AND TIME REQUESTED: _____

NUMBER EXPECTED: _____

REQUESTED MATERIALS(IF AVAILABLE)

- **DONATIONS ACCEPTED**

The above Policy guidelines and rules are accepted as stated

USER Representative Signatures: _____

Date: _____

LIBRARY DIRECTOR Signature: _____

Date _____