



MEETING ROOM POLICY

Policy

In accordance with the Library Bill of Rights, the library meeting room is:

- open to the public on an equitable basis, regardless of the beliefs or affiliations of individuals requesting their use
- for the purpose of educational, cultural, governmental, and informational community meetings and programs.

The library nor the Marion Community Library Association (MCLA) advocates or endorses the viewpoints of meetings or meeting room users.

Applicant Guidelines

- Must be a resident of Guadalupe County– ID must be shown as proof of residency.
- The representative of the group must be 18 or older to reserve a room.
- Applicant must complete the **Meeting Room Application & Agreement Form** in its entirety, including signature.
- The applicant will serve as the group contact and attend all meetings for which they make reservations.
- The individual who signs the **Meeting Room Application & Agreement Form**, as well as the membership of the group as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of the meeting room.
- Individuals representing a 501(c)(3) organization, must present the current Non-Profit Determination Letter issued by the IRS to waive the refundable cleaning deposit.

Reservation Guidelines

- Priority for use of the meeting room will be given to library-sponsored programs and functions which further the goals of the library.
- A reservation is required to use the meeting room. Requests will be honored on a first-come, first-served basis. While requests may be made in person, by email, or in writing, the library must receive a completed and signed **Meeting Room Application & Agreement Form** and a refundable \$25 cleaning deposit before moving forward with a reservation. [Note: Use of the meeting room is free, but a \$25 cleaning deposit (by cash, check, or money order) is required from all applicants except non-profit 501(c)(3) organizations and the Cities of Marion and Santa Clara.] Request for room usage may be declined for any reason, by the Library Director or MCLA.
- Please note that a request is not binding until the applicant receives a confirmation email from the library. Completion of a **Meeting Room Application & Agreement Form** does not guarantee approval for use of a meeting room.
- Reservations **MUST** be made a minimum of **five** days prior to the date of the meeting. The library reserves the right to deny any reservations made less than **five** days in advance.
- The meeting room may be reserved for a one-time use, or a multiple-time use for up to a 6-month period. Another 6-month period may be reserved during the 1st week of the 5th month, by filling out a new **Meeting Room Application & Agreement Form**, and if a check was used as the initial \$25 deposit, a new check will need to be submitted as the original becomes void after 6 months.

- If extra set-up time and/or break-down time is needed, please include this additional time in the reservation.
- The name/address of the library is not to be used in advertising of any kind except as a source of location. The library may not be used as a mailing address and the library's phone number may not be used as a contact for program information.
- Any cancellation or change to the confirmed application must be reported to the library immediately. If (3) No Call, No Show occurs, the applicant would lose their deposit and all future reservations.

Meeting Guidelines

- Meetings must be free and open to the public. Groups using the meeting room may not charge an admission or class fee, although groups may collect membership dues from members at meetings.
- The meeting room is not available for commercial purposes, fundraising, sale of items, or for-profit individuals or businesses with the following exceptions: a) Programs, events, or sales conducted by MCLA, the proceeds of which directly benefit the library; b) Sale of material directly related to library sponsored programs which has received prior approval of the Library Director (e.g., visiting Author having their books available for purchase).
- For meetings held during library open hours, the following applies:
 - Public use of the meeting room may not interfere with the library's operation or disturb other library users.
 - During this time, the meeting room remains available to library patrons wishing to access the library's non-fiction and reference material located in the meeting room area, therefore, the door between the library and the meeting room must remain open. If confidential matters are to be discussed during your meeting, please adjust your meeting time accordingly.
 - The library staff is not responsible for the supervision of children while adults are attending meetings (please refer to the library's "Unattended Children Policy").
 - Library staff retains the right to attend or observe any meetings or events to ensure compliance with library policies.
- For meetings held when the library is closed, the following applies:
 - Meeting attendees may access the library side of the building for use of the bathroom facilities only.

Meeting Room Guidelines

- Use of the meeting room is limited to groups not to exceed 53, as set by the Guadalupe County Fire Marshall.
- Per the library's "Food & Drink Policy", alcoholic beverages are not allowed.
- There is no smoking permitted anywhere in the building. Use of any type of fire-hazardous material (e.g., candles, tea lights, etc.) is strictly prohibited.
- No pets are allowed except for service dogs (refer to "Animals in the Library Policy").
- Signs, decorations, or other objects are not to be taped or attached to walls, doors, ceilings, or equipment in any manner.
- Preparation of the room for the meeting, and the cleanup following the meeting to bring the room back to its initial state is the responsibility of the individual who signed the **Meeting Room Application & Agreement Form**. (Note: the meeting room will be inspected by

library staff prior to the next opening of the library) Deposits will be returned, if cleanup criteria are met.) Cleanup includes:

- o If necessary, clean the surfaces of tables, chairs, and kitchen counters.
- o If used, the Keurig must be cleaned and turned off.
- o Putting all waste products in provided trash cans, removing & depositing trash bags into the dumpster located behind the building's covered parking area
- o Moving chairs and tables back to their original positions.
- o Resetting the 2 HVAC systems to a cooling temperature of 78° or heat setting to 68 ° and the fan mode set to low.
- o Turning off all lights and locking both doors upon leaving the building.
- Video cameras are located in the meeting room and library to ensure the security of the premises from theft, unauthorized access, or damage to the property. Audio features on these cameras have been disabled.
- MCLA is not responsible for lost, stolen, or damaged property left behind after room use.

Please note that the Library Director or MCLA may override any confirmed and scheduled reservation. If this happens, notification will be made as soon as possible.

Failure to observe any of the above rules will result in the loss of meeting room privileges.

Appendix

Meeting Room Application & Agreement Form

Policy created 10/19/2022

Policy approved by Marion Community Library Association Membership 11/16/2022

Policy Effective 01/01/2023

Contact Information:

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