

COMMUNITY MEETING ROOM POLICY DOUGLAS COUNTY PUBLIC LIBRARY

The Douglas County Public Library provides meeting space at both the Main Library in Minden and the branch library at Lake Tahoe. Meeting Rooms are intended as space(s) for library programs and events, as well as meeting and study space(s). Use of these spaces must not prevent or interfere with the Library's primary purpose, goals, objectives, activities and functionality of the room.

Use of the meeting rooms is governed by the following regulations. Applications may be rejected and accepted applications may be rescinded for violation of library policies or conduct inconsistent with library rules and regulations. The Library Director has the responsibility for interpretation and enforcement of this policy. Any protests must be made in writing to the Library Board of Trustees whose decision will be final. The library reserves the right to use the meeting rooms for library purposes such as meetings and programs at any time.

1. All reservations are subject to room availability on a first-come, first-serve basis. Room availability may be verified in person or by phone during library hours.
2. A completed and signed application must be submitted at least one week prior to event.
3. Reservations may be made up to six months in advance. Groups who conduct recurring meetings for a 12-month period may reserve space for 6 months in advance but are asked to resubmit requests for the remaining months of the calendar year. The application must be signed by an authorized representative of the group. Requests should include anticipated time to set up, conduct the meeting, and clean up. Verification of non-profit status may be required.
4. The meeting rooms are only available during library hours. Under special circumstances this provision may be waived at the discretion of the Library Director. Groups must vacate the rooms at least 10 minutes prior to library closing.
5. Groups who meet regularly may use meeting rooms only once per month.
6. New applications must be completed at the start of each calendar year.
7. The meeting rooms and restrooms must be left in a clean and orderly condition. Those using the rooms are financially responsible for any damage, excessive mess, or breakage that occurs while they are using the rooms.
8. Library-owned equipment in meeting rooms must be reserved at the time of application. Library staff will prepare and set up Library-owned technical equipment for users.
9. The library may close the meeting rooms for such purposes as cleaning, maintenance, library use, or repair.
10. No commercial use may be made of the meeting rooms except for public service programs approved by the Library Director. No fee may be charged and no goods or services traded or sold. This provision may be waived at the discretion of the Library

Director for special circumstances, such as goods sold by local library groups in library fundraising promotions or events in furtherance of the library's mission.

11. No ceremonies may take place in meeting rooms. Examples include formal communal worship, civil marriages, and cultural rituals.
12. Private closed meetings cannot be accommodated. Library staff and volunteers have access to the meeting rooms and associated storage areas at all times and may work within the meeting rooms during scheduled meetings.
13. Organizations using the meeting room are responsible for the promotion and advertising of meetings or events. Groups using the rooms must remove all personal property; no storage is available.
14. A group is required to set up and take down its own equipment, chairs, and tables.
15. No food should be left on library premises.
16. Food and beverages may be served. Kitchen equipment may be available at the Lake Tahoe branch, at the supervisor's discretion. Food left in kitchens will be discarded. All kitchen facilities must be left clean.
17. Smoking, vaping, and any consumption of alcoholic beverages are prohibited anywhere in the library buildings.
18. Users of the meeting rooms must not interfere with normal library operations by such activities as excessive noise.
19. The library is not responsible for lost, stolen, or damaged property of meeting room users. Groups using the meeting rooms assume full liability and responsibility for injury or damage to persons, equipment and property. Proof of liability insurance in the amount of \$1,000,000.00, may be required depending on the nature of the event. Such determination will be made by the Library Director.
20. Groups whose meeting attendance involves more than twenty persons are requested to park on the street at the Minden library and in the upper parking area at the Lake. This provision does not apply to persons with disabilities.
21. Groups of minors must have adult chaperones. Children must not be left unsupervised in the library or on the library grounds while their parents attend meetings.
22. Use of the Community Room is subject to Douglas County Library Policies. Failure to comply with policies may result in denial of future use by the organization.
23. No illegal acts may take place while groups are using the meeting rooms.

Library Board of Trustees

Adopted 1990, Revised 1996, 2000, 2004, 2007, 2008

Adopted October 23, 2018, effective January 1, 2019