

**PIONEERLAND LIBRARY SYSTEM
BOARD POLICY**

Policy: Meeting Room Use	Policy number: TBD
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Approved By Policy Committee: September 30, 2010	Approved by the Board: October 21, 2010
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Purpose: To establish guidelines and procedures for the use of Pioneerland Library System meeting rooms.

Policy: Pioneerland Library System (PLS) has meeting rooms available at some of its local libraries. Meeting room use is available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use. Persons/Groups using the meeting room must comply with library system rules of conduct and all applicable local, state and federal laws. Failure to do so will result in the revocation of meeting room privileges.

All meetings must be free and open to the public. *Exception: A fee may be assessed by professional organizations for educational or training seminars and programs, or area colleges for courses of an educational or cultural nature. These fees must be collected outside the library by the sponsoring organization.*

Library sponsored programs and activities receive first priority. The library does not advocate or endorse the viewpoints of meetings or meeting room users. All advertising and signage must clearly indicate that this is not a library event. Library phone number should not be on advertising. Library staff does not answer any questions regarding content of non-library events. The library does not assume responsibility for materials, equipment, or other articles left by an organization, group, or individual, and is not liable for loss, theft or damage.

Procedures:

- The librarian in charge of the building where the meeting room is located is responsible for implementing this policy and for maintaining reservation lists.
- There is no fee for use of PLS meeting rooms, however donations are always welcomed.
- Reservations are made on a first come/first served basis. The library cannot guarantee a set schedule for groups meeting on a regular basis.
- Any damages to PLS property or equipment will be charged to the individual or group signing for use of the meeting room.
- Hours of availability vary from library to library. It is the responsibility of the group or individual requesting reservations to contact local library staff regarding meeting room use availability.
- Guidelines for using meeting rooms, other than those listed in this written policy and procedures, may vary from library to library. Persons/Groups requesting meeting rooms must comply with local library guidelines and the policies and procedures written here.
- Sales of goods and services are not allowed on library property with the exception of programs and activities sponsored by the library.

- Non-profit organizations may collect donations to cover incidental expenses only, but may not solicit donations for fund-raising purposes or make sales, except for the sole benefit of the library.
- All activities on library premises must be supervised by at least one adult at all times.
- In some libraries, upon approval of local head librarian and subject to availability of library staff, meetings may be held when the library is closed. Library staff supervising these meetings will be paid for their time by the group having the meeting. Reimbursement for this person will be sent to Pioneerland Library System headquarters.
- In case of question as to the objectives and appropriateness of an organization's activity, the PLS board has final authority in granting permission for meeting room use.