

## DeWitt Community Library Meeting Room Use Policy

### **OVERVIEW**

In keeping with the DeWitt Community Library's (the "Library") mission to offer welcoming spaces for community interactions, the Library meeting rooms are available for use by 501(c)(3) non-profit groups for informational, educational, and/or cultural meetings and programs. In keeping with federal, state, and local laws, meeting rooms are available to 501(c)(3) non-profit organizations and groups without regard to their religious, political, or philosophical beliefs.

The use of the Library meeting rooms is at the sole discretion of the Library Board of Trustees and/or its appointed representative(s). The Library reserves the right to refuse permission for room use or to cancel any previous permissions granted.

Please read the comprehensive **Library Meeting Use Policy** before submitting your request to determine if your organization qualifies to use the Library's meeting rooms. By applying for the use of a Library meeting room, the applicant and organization agree to adhere to all policies stated herein and to the [DeWitt Community Library Patron Code of Conduct](#).

## **Meeting Room Use Policy**

### **WHO MAY USE OUR MEETING ROOMS**

1. Only 501(c)(3) non-profit groups and organizations, except as described in paragraph 2 under "Fees & Charges" ,below, may reserve and utilize the Library meeting rooms. Prior to granting approval of any application for use of the Library's meeting room(s), the applicant may be asked to furnish proof of their 501(c)(3) status. If there is a question about the group's eligibility, the Executive Director reserves the right to review any or all requests and may require sufficient time to conduct an investigation before granting approval.

### **LEGAL MATTERS & LIABILITY**

1. The applicant and organization accept full responsibility for the requested use and must comply with all regulations governing use. By applying for use of the meeting rooms, the applicant and organization agree to hold harmless, defend and indemnify the DeWitt Community Library, the Library Board of Trustees, and Library staff from and against any and all claims of injury, death, and/or property loss or damage arising from any condition of the premises, or any acts or omissions of the applicant and/or organization or others in connection with the event and to pay legal expenses and all other expenses of the DeWitt Community Library, the Library Board of Trustees, and Library staff in connection with the investigation and legal defense against said claims.
2. The Library is not responsible for investigating or authenticating the information provided by individuals and/or organizations requesting use of the Library's meeting rooms.
3. The requesting individual and sponsoring organization agree to supervise all persons upon the premises to ensure that none engage in unlawful or improper conduct or conduct disturbing to others.
4. Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The sponsoring organization is responsible for obtaining the required copyright permissions.

### **RESERVATIONS & SCHEDULING**

1. Meeting space is available on a first come, first served basis. Online requests will be acknowledged within 2 business days, whenever possible. For more expedient consideration, please phone or stop by the library.
2. Reservations may be made up to 60 days in advance. Please reserve the meeting rooms at least one week before the planned event.
3. Double-booking is generally not permitted; i.e., a group or individual may not sign-up for multiple meeting rooms for the same date and time without prior approval from the Executive Director or designee. The Library will cancel all but one of these reservations without notice.
4. Community groups applying for the use of Library meeting rooms are responsible for communicating fully the scope of activities planned, including anticipated attendance and any impact their event might have on Library operations.

5. Granting permission to use the Library meeting rooms does not constitute an endorsement by the Board of Trustees or the Library of the beliefs or ideas expressed by organizations or individuals using the rooms.
6. The Executive Director will use her/his discretion in rejecting applications for events that may result in disorder or damage to the Library or might attract attendance beyond the legal limit.
7. If the organization is a youth group, an adult (over 18 years of age) affiliated with the organization must apply to reserve the room. There must be one adult representative for every 10 minors (under age 18) present during the entire event.
8. ~~Last minute~~ Walk-in requests for meeting rooms will be reviewed on a case-by-case basis. Please speak with a front desk staff member about room availability. If a room is available and all requirements are met, Library staff will reserve the room for you. Patrons may not use the meeting rooms without prior reservations through our online system and must vacate the room at the end of the reservation.
9. Groups are generally limited to one meeting room use per week; exceptions must be requested in advance with the Executive Director or his/her designee. Maximum 3 hours per session.
10. Groups must hold their meetings during regular Library hours, and all meetings must end 15 minutes prior to Library closing. Groups must vacate their room(s) at the end of their reserved time and may be interrupted if they do not do so.
11. Please check in at the Library's Reference Desk when arriving to sign in for the event.
12. Following the use of the meeting room, the applicant is required to provide the number of people who attended the event to the Executive Director or designee.
13. Library use of meeting space takes priority.

## FEES & CHARGES

1. Donations, "admission" fees, "membership" fees, fundraising activities, and sale of merchandise or other items is permitted only by 501(c)(3) non-profit, community service, and charitable organizations, and only to defray the expenses of the program. Such charges shall not serve as a fee for attendance and attendance may not be limited to those individuals who pay such a fee. The Library will not be responsible for collecting such charges or paying tax thereon. The Library Board of Trustees or its designee must approve all such fees and fundraising activities and sales in advance.
2. The Library may charge a fee associated with the use of the meeting room in accordance with the attached schedule.
3. The Library may not be used for soliciting new membership or contributions for any group or individual (except in the case of the Friends of the DCL). No services may be advertised or sold in the Library except to benefit the DeWitt Community Library or the Friends of the DeWitt Community Library. Solicitation is not allowed in the Library.
4. Authors and performers invited or permitted to appear at the Library wishing to sell their own authored books, tapes, compact discs, or other materials directly related to the presentation, may do so.

## CANCELLATION / CHANGES

1. Cancellations may be made by calling (315) 446-3578, during Library hours. The Library prefers at least 48 hours advance notice of cancellations.
2. The Library reserves the right to change or cancel reservations for meeting rooms. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible.
3. The Library reserves the right to re-assign or move groups to a room other than the one requested.
4. If the Library needs to close because of a facilities or weather-related emergency, every effort will be made to notify affected groups scheduled to use a meeting room. During adverse weather conditions, groups should check with the Library by calling 446-3578 or local media for closing information.
5. The Library reserves the right to re-assign a meeting room should a reserved party arrive more than 15 minutes after their scheduled time.

## CARE & USE OF LIBRARY MEETING ROOMS

1. Activities may not undermine the safety of the building and its contents, nor the health and well-being of those who use the premises. Failure to meet this requirement may result in cancellation of the meeting and shall be grounds for denial of future use of the Library meeting space.
2. Library personnel will have access to the meeting rooms at all times without prior notice.  
Library personnel will not be available to:
  - a. move or distribute equipment or materials brought by the organization, nor to set up a meeting room.
  - b. operate the group's audio-visual equipment; photocopy, fax, or scan; accept or make phone calls or take messages for the sponsoring organization or its participants; or, contact attendees by e-mail, phone, or other methods at the request of the organization.

3. Smoking and open flames are prohibited throughout the Library building.
4. No alcohol may be served.
5. Gambling is prohibited.
6. Light refreshments may be served, and all necessary items to serve will be furnished by the group(s) holding the meeting.
7. Groups are responsible for clean up. Room(s) should be left in the same condition in which they were found.
8. If a room has not been cleaned up to the satisfaction of the Library, the Library reserves the right to suspend a group's or individual's future use of Library meeting rooms.
9. No furniture may be brought into a meeting space from other parts of the Library.
10. The Library does not provide storage space for groups or individuals using the meeting rooms.
11. The Library is not responsible for lost or stolen items, or items left in the meeting room.

## PUBLICITY

1. No publicity of any meeting or event in the DeWitt Community Library may be released until the reservation has been confirmed by the Executive Director or designee in writing.
2. The Library reserves the right to publicize any or all programs. However, this right does not obligate the Library to publicize an event or provide publicity for a group requesting the use of the meeting rooms.
3. Meetings or events held in the Library may not be publicized in a manner that suggests Library sponsorship or affiliation.
4. Groups and organizations may not use the name, telephone number, or address of the Library for the official address or headquarters of their organization. Banners, literature, photographs, or signage may not be placed anywhere in the Library without the Executive Director's permission.
5. All publicity for meetings and events held at the Library must state that attendees are required to pre-register for events to avoid attendance in excess of room capacity. (See **ROOM DESCRIPTIONS** for capacity.)
6. All publicity not sponsored by the Library or the Friends of the DeWitt Community Library must include the following phrase as a disclaimer: "This program is neither sponsored by nor affiliated with the DeWitt Community Library."
7. All press releases and other publicity items mentioning the Library must be approved in advance by the Executive Director or designee in writing. Requests for approval should be submitted no less than one week in advance of publication, posting, or distribution.

## ROOM DESCRIPTIONS

	Minimum # to Reserve	Maximum # to Reserve	# 8' Tables	# 6' Tables	# Small half- round Tables	# Chairs	Dry Erase Board	Coat Rack
DCL Friends Room	12	60	2	5	1	60	1	Yes
Buckland Community Room	8	25	2	4		25	1	Yes
Small Meeting Room	1	8		2		8	1	

## PLEASE NOTE

Violation of these policies and procedures may result in denial of future access to Library meeting rooms. These policies are subject to change by the DeWitt Community Library at any time, without prior notice. Current copies of these policies are available at the Circulation Desk or on the Library website: [www.dewlib.org](http://www.dewlib.org).