

Library Meeting Room Guidelines and Policies

Guidelines for Public Use of the Meeting Rooms

- Meeting rooms are primarily designed for Lafayette Public Library programs and use, therefore, programs and activities produced and sponsored by the Library are given first priority for use of all meeting rooms.
- When not needed for library purposes, the rooms may be reserved free-of-charge by community-based civic, corporate, cultural, educational, professional, political, recreational, and religious organizations and organizations sponsoring public hearings, as well as agencies of the city-parish government, subject to room availability, and adherence to these guidelines.
- All meetings must be held within the regular library hours of that library branch. Meetings must be concluded early enough for participants to exit the building by closing time.
- All activities of the group must be confined to the meeting room and/or the adjacent entry way into the room.
- The Lafayette Public Library is a designated smoke-free facility. In order to comply with the Lafayette City/Parish Council Clean Air Ordinance 278-005, smoking is prohibited in all enclosed public places within the library and is also prohibited within twenty-five feet of any library entrance.
- Groups must limit attendees to the posted room capacity.
- Meeting rooms are not available for the selling, trading or promotion of products or services.
- No admission fee can be charged.
- Groups are not allowed to campaign, to rally, to raise funds, to accept donations or dues, or to solicit support at the library, unless the purpose is to benefit the Library.
- Meeting rooms may not be booked for personal events, such as showers, birthday parties, wedding receptions, etc.
- Groups are not allowed to use the rooms for any program or activity that would violate public performance rights.
- Any group using a meeting room is expected to conduct its proceedings in a quiet, orderly manner so as not to disrupt normal library functions and service.
- The library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting dates or do not abide by meeting room guidelines or the library's patron behavior policy.
- Groups reserving the meeting room shall not imply Library endorsement or sponsorship of their objectives, views, or events in promotion or invitation.

Reservation Guidelines

- Large meeting rooms may be scheduled up to two months in advance. Organizations must make application in accordance with the directions and guidelines outlined in this policy.
- Meeting rooms may be reserved by adults only. Youth organizations using the meeting rooms must have an adult sponsor present at all times.
- No group may use the Library meeting rooms more than 12 times in a calendar year. Groups under library sponsorship may be allowed more meeting times if available.
- The library also reserves the right to relocate a group to a different meeting room within the facility.
- Adults as well as students may reserve small conference and study rooms. Conference and study rooms with seating for less than 20 may be reserved no more than 30 days in advance. The length of time per booking and the number of times these rooms may be scheduled each month will be determined by each branch and will be based on demand. Group study rooms regularly operate under a first come basis.

Food and Drink

Groups and individuals may have snacks, drinks and light meals (sandwiches, boxed lunches) in the Library's designated meeting rooms. Only bottled water is permitted in certain library meeting spaces, including auditoriums and technology labs. Similar restrictions may be made as necessary by the Library Director.

- For catered or delivered meals, the group scheduling the room is responsible for arranging for delivery and pickup of food and equipment.
- Many larger library meeting rooms provide access to a kitchenette with amenities such as sink, refrigerator, ice maker and microwave. Consumable items such as coffee, cups, napkins, and condiments are not provided by the library and must be provided by the group reserving the room.
- Groups and individuals with food or drink in the meeting rooms are responsible for clean up, including
 - Wiping down counters and tabletops
 - Disposing of trash in receptacles
 - Removing debris from floors
- Alcoholic beverages are prohibited on Library property.

Equipment

- Arrangements for tables and chairs must be made at the time of booking. Library staff is not available on site for changing room arrangements
- Equipment must be reserved and arranged for when the meeting room is scheduled. *See meeting room list for Available Equipment.*
- Those who wish to use audiovisual equipment, including computers and projectors, must supply their own technical support. Library staff will arrange for set up of equipment and can be scheduled for basic training on equipment before the meeting; however, minimal technical support

is available during evening and weekend hours at the MAIN library. Technical support may be unavailable at branch libraries.

- Wireless Internet access is available in all meeting rooms.
- Groups or individuals misusing Library equipment will be restricted from future use of the equipment and will be held responsible for any damages or theft to Library property.

Additional Information

- The library is not responsible for equipment, supplies or other items owned by groups or individuals and used in the library.
- The Library does not provide storage space for individuals or organizations.
- If an emergency requires closing the Library, every effort will be made to notify the contact person for the group or an officer of the organization with the reservation.
- If a question is raised as to any group's use of the Meeting Rooms, the Lafayette Public Library Board of Control shall be the final authority.

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