

Library Meeting Room Policy and Guidelines

Meeting rooms are primarily designed for Lafayette Public Library programs and activities; 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 organizations, groups, or clubs of a civic, business, cultural, educational, professional, political, religious, or recreational nature, as well as Lafayette city-parish departments, subject to room availability, and adherence to meeting room policy and guidelines. Such use of a meeting room must take place in a responsible manner, without undue cost to the Lafayette Public Library, and without undue interference with library activity. Information on the size of the meeting rooms and accommodations at each library can be found at lafayettepubliclibrary.org under Services--Meeting Rooms.

Persons requesting meeting room space must have a valid full-privileges library card in good standing from the Lafayette Public Library. In order to use the meeting rooms, organizations must make an application in accordance with the guidelines outlined in this policy.

Library meeting rooms are not available for out-of-parish groups. However, complimentary use of meeting rooms by agencies and departments of the state or federal government, statewide organizations, or out-of-parish groups is granted on an occasional basis subject to room availability, and adherence to meeting room policy and guidelines. The library card requirement is waived in these instances.

The fact that the Lafayette Public Library and Library Board of Control have authorized a group to meet in the library does not constitute endorsement or sponsorship of the organization or the views expressed by the group as a whole or by individual participants in the meeting.

Guidelines for Public Use of Library Meeting Rooms

- 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 entryway 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 are responsible for ensuring that attendance does not exceed the maximum occupancy posted for the room as set by the Fire Marshall.
- Standard fire code regulations prohibit any open flames, burning candles, and flammable, combustible, and hazardous materials in the library.
- Meeting rooms are not available for commercial use. The selling, trading, or promotion of products or services is not allowed.
- No admission fee can be charged or solicited in advance of the meeting.
- Groups are not allowed to campaign, to rally, to raise funds, to accept monetary donations, collections, or dues, or to solicit support at the library.

- Meeting rooms may not be booked for personal events, such as showers, birthday parties, wedding receptions, campaign kick-off events, 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. Individuals are subject to the library's Patron Behavior Policy.
- 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

- Public meeting rooms may be scheduled up to two months in advance. Organizations should make application in accordance with the directions and guidelines outlined in this policy at least 7-10 days in advance of date of use.
- When applying for the use of a room, the purpose of the event and expected attendance must be clearly stated.
- A request for meeting space must be filled out for each instance of reserving the space. The person requesting the space for a group or organization must have a valid full-service library card from the Lafayette Public Library.
- No group/organization may reserve the library meeting rooms more than 12 times in a calendar year throughout the library system. Groups under library sponsorship (Friends of the Lafayette Public Library, LPL Foundation and local Genealogical Societies) may be allowed more room reservations depending on room availability.
- Meeting rooms may be reserved by patrons 18 years or older. Youth organizations using the meeting rooms must have an adult sponsor present at all times.
- If a group cancels the use of a meeting room, the contact person must notify the library 24 hours in advance of the scheduled meeting. Failure to do so may result in the loss of current or future reservations.
- The library reserves the right to relocate a group to a different meeting room within the facility.
- The library administration (Library Director and/or Board of Control) reserves the right to require the group reserving the room to pay the cost for additional security that may be required to ensure compliance with the library's guidelines and policies, including the Patron Behavior Policy. If the library determines that additional security is required, the library will make appropriate arrangements with the Lafayette Parish Sheriff's Office or the Lafayette Police Department, and an invoice for the anticipated cost of the additional security will be required to be pre-paid by the group reserving the room at least fourteen (14) days before the event, if time allows. The group reserving the room will likewise be financially responsible for any additional security costs that exceed the amount of the prepayment. Should prepayment not be timely made, the library may cancel the reservation and/or use of the room.

- The library administration (Library Director and/or Board of Control) reserves the right to require the group reserving the room to provide the library with a certificate of insurance and proof of liability insurance in the amount of \$1,000,000.00, with Lafayette City-Parish Consolidated Government/the Lafayette Public Library as an "additional insured," at least fourteen (14) days prior to the use of the meeting room, in default of which the library may cancel the reservation and/or use of the room.

Publicity Guidelines

- The name, address or phone number of Lafayette Public Library may not be used as the official address or headquarters of any organization except those affiliated with the library.
- The use of the meeting room by a non-library group shall not be publicized in any way as to imply library sponsorship of the group's activities.
- The fact that a group is permitted to meet at the Lafayette Public Library does not in any way constitute an endorsement of the group's policies and beliefs. Advertisements for meetings held in the library may not be displayed in such a manner as to suggest library sponsorship.

Food and Drink Guidelines

- 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 a sink, refrigerator, ice maker, microwave, and coffee makers. 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 cleanup, including:
 - wiping down counters and tabletops,
 - disposing of trash in receptacles, and
 - removing debris from floors.
- Alcoholic beverages are prohibited on library property.

Additional Guidelines

- 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.
- 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.
- 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.
- Branch managers may make minor exceptions to guidelines as fitting to their particular community needs and user groups with approval of library director.
- 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.

The Lafayette Public Library Meeting Room Policy was adopted by the Lafayette Public Library Board of Control and

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