

Meeting Room Policy

Approved 4/2022

The Putnam County Public Library (“Library”) is a public institution that strives to provide fair and equitable access to all of its resources. Patrons and the general public may therefore attend meetings and programs held in Library meeting rooms. Meeting room users may not bar, restrict, or otherwise prevent access to members of the general public by physical, financial, or discriminatory means. Members of the general public may not disrupt or disturb meeting room users. Anyone on Library property must comply with all Library policies, procedures, guidelines, and rules. Permission to meet in the Library does not, in any way, represent or imply approval or endorsement of the beliefs, ideas, or opinions expressed by the organizations, groups, or individuals using the space (“Users”) by the Library, the Library staff, or the Library Board of Trustees .

The conditions of this policy may apply to any and all spaces within the confines of the Putnam County Public Library property.

Discrimination

The Library, in accordance with federal and state regulations, provides equal access to resources available to patrons and organizations.

Capacity Requirements

Rooms may not be reserved by groups that do not meet the minimum capacity requirements. Minimum capacity requirements allow the library to offer more bookings and maximize our use of meeting spaces. Minimum capacity may be overruled by the Director or Board of Trustees in special circumstances such as those outlined in the Epidemic/Pandemic Policy.

Reservations must not exceed the maximum capacity in accordance with Putnam County fire code and safety regulations. In the event that a program or event unexpectedly exceeds maximum capacity, the library will make every effort to accommodate the reservation while following fire and safety regulations.

Space	Max Capacity	Minimum Capacity
Kiwanis Room	70 people	10 people
Rotary Room	10 people	2 people
Study Room A	3 people	1 person
Study Room B	3 people	1 person

Study Rooms

Study Room A and B located on the upper floor of the library allow for both reservations and walk-ins. The Library and its staff are not responsible for any lost, stolen, or damaged items left unattended in the Study Rooms.

Reservations may be made no more than 30 days in advance. Library staff have the discretion to limit reservations to 2 hours if both study rooms are in use. Users may not impede on other reservations or requests for use and may be asked to exit Study Rooms after their intended reservation time has passed.

Damages made to Study Rooms or any library equipment held in Study Rooms may result in the loss of privileges to make room reservations.

Proctoring

Proctoring is available upon request and only as staff members are available. All proctoring registration and protocols must be completed at least 1 week prior to the day of testing. The Library will not supply any equipment such as laptops or calculators required for testing. The Library is not responsible for the outcome of testing due to disruptions or noise caused by the normal operations of the library.

Rules for Use

The following rules for use apply to the Kiwanis Room and Rotary Room located on the lower level of the library.

- Meeting rooms may not be reserved for private uses (such as parties or receptions) that do not allow access to the public.
- Meeting rooms must be vacated at least 10 minutes prior to the next reservation.
- Reservation times should include the time needed to set-up or tear-down and should be made at the time the room is reserved.
- Changes to reservations will not be made less than 24 hours in advance.
- All meetings must be completed and the room completely vacated 10 minutes prior to the closing of the library. This applies to all persons, their effects, and any equipment brought into the library for use during the reservation.
- Users may not use the library logo in any form, or identify or imply that the library is a sponsor. To establish the fact that Putnam County Public Library is not sponsoring events that are open to the general public, all publicity which uses the name of the library must include “Sponsored/brought to you by (the name of the organization or individual)” in some form and shall not include the library phone number.
- The Library reserves the right to enter any meeting room to ensure:
 - Adherence to library policies
 - Ask users to vacate the meeting room before a following reservation
 - Ask users to vacate the building before closing
 - Or to ensure the health and safety of participants
- The Library does not provide storage for any equipment, materials, or supplies used by the meeting room users. Users may not store or leave equipment,

supplies, or personal belongings in the library. The library is not responsible for damaged, lost, or stolen items.

- Reservations showing copyrighted movies in the library are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home. The Library has the right to terminate the reservation if proof of fair use cannot be provided.
- The Library will not create, prepare, or disseminate any publicity, marketing, or advertising materials for meeting room users.
- Minors must not be left in meeting room spaces unattended. All children/teen functions must be adequately supervised by an adult.
- Smoking or vaping of any substance, alcohol (even unopened), gambling, candles or other open flames are prohibited.
- Hot plates, warmers, crockpots and any appliances or cookware may only be used in meetings rooms with prior approval and supervision from library staff.
- Users are permitted to move tables and chairs to another configuration, but must restore the meeting room to the original state and leave the room clean and free of trash.
- The Library does not provide staff or custodians to assist meeting room users with room set up or cleanup.
- Groups using a meeting room may not charge admission, ask for donations of any kind, or sell items or memberships on the premises.

Reservations & Booking

You must be an adult of 18 years or older to reserve a meeting room. Users can reserve meeting rooms in person, over the phone, or on our website. All reservations must be

approved by the staff member responsible for meeting room scheduling or by the Director or Assistant Director.

Meeting room users are solely responsible for submitting and recording their requests. The Library will not retain lists of future bookings.

The following limitations apply to making a reservation:

- Meeting rooms may not be scheduled for days or times when the library is closed
- Reservations are considered on a first-reserved basis
- Reservations must be made at least 24 hours in advance
- Reservations may be made up to 3 months in advance.
- Consecutive use is limited to 3 days regardless of length of time the room is being used
- Reservations by a specific user are limited to a maximum of 4 times per month
- The Library does not offer standing reservations for meeting room users
- Use of library equipment such as the projector or podium must be requested when making the reservation. Support staff may also be requested and are available only as scheduling allows.

Cancellations

The meeting room users must provide a notice of cancellation no later than 24 hours prior to the scheduled meeting. Room priority will be given to Library programs and Library-sponsored programs. All others are given consideration on a first-come/first served basis. The Library reserves the right to cancel any event for a Library-sponsored program. In such instances, the Library will make every reasonable effort to give ample notice to assist the group in reserving another date or library meeting room. If that is not possible, there will be a full refund for any fees. The Library also reserves the right to cancel an outside group's reservation for the following reasons:

- If the maximum room occupancy limit is exceeded
- If the use of the room is disruptive, disturbs other events or library patrons
- If staff finds that participants have disregarded library policy
- At the discretion of the library staff for an unforeseen circumstance or emergency

Billing, Fees, & Refunds

The following applies to Kiwanis and Rotary room reservations

Reservation Cost

The cost of reserving a room is waived for all nonprofit organizations (any local group, government agency, or business whose mission is primarily civically, culturally, or educationally oriented).

- The Kiwanis and Rotary Rooms each cost \$10 an hour to reserve for all groups, individuals, and organizations that do not meet the above requirements.
- If users plan on serving unsealed food or beverages, an additional cost of \$25 is required.

Fees

- The Library reserves the right to request a damage deposit of \$25. The deposit will be refunded within 60 days after the meeting on the stipulation that the room is left in its original condition.
- Exceeding reservation times without approval from library staff will result in a fine of \$20 per additional hour. Reservations that exceed their initial time slot by up to 30 minutes that impede on another reservation will be charged only \$10.
- Reservations that exceed library hours of operation will result in an additional charge of \$50 per hour.

Payment & Refunds

Payments can be made in advance and payment in advance is not required.

Reservations must be paid for or billed at the end of the reservation at the Circulation Desk or Reference Desk. Invoices may be sent upon request.

Cancellation of an event 24 hours or prior to the reservation will result in a full refund if prepaid. Due to the high demand of Library meeting spaces, cancellations made less than 24 hours in advance will result in no refund.

Refunds will be issued in cases of emergency or weather related cancellations.

The library will not issue refunds due to poor attendance or failure of library equipment caused by unauthorized tampering.

Property & Damages

The adult that reserves the room, either online, in person, or over the phone assumes all financial responsibility as well as the responsibility of seeing that the facilities are properly cared for, that cleanliness is maintained, and that the room is returned to its original order.

Damage of library equipment that results from unauthorized tampering is subject to billing cost equivalent to the damages caused.

Suspension & Termination of Meeting Room Services

Persons attending activities in the meeting room are subject to all library policies, including the Patron Behavior policy. The Library reserves the right to terminate the use of Library facilities and to refuse future use of its meeting rooms by groups or individuals. Some behaviors that may result in loss of meeting room privileges include but are not limited to:

- Advertising false affiliation or sponsorship from the Library
- Misrepresenting the purpose of the reservation
- Repetitively exceeding reservation time

- Users no-show 3 times within 12 months (this includes late cancellations)
- Attempting to transfer the reservation to another user
- Exceeding posted occupancy limits
- Using a meeting space other than the one reserved without staff approval
- Causing damages to the room, library property, or equipment
- Leaving the room unkempt, leaving trash

Appeals

Meeting room decisions may be appealed, in writing, to the Library Director within 10 days of the disputed action. The Library Director will issue a final determination, in writing, within a reasonable amount of time not to exceed 30 days. Those wishing to further appeal the Director's determination may then submit a written appeal to the library board of trustees.