

## **Lafourche Parish Public Library Meeting Room Policy**

The Lafourche Parish Public Library meeting rooms are used primarily for the purpose of conducting activities and programs related to the library's goals and objectives. These rooms are dedicated first to library sponsored programs.

The rooms are available on a first come, first serve basis by cultural, educational, charitable, historical, civic, governmental groups and religious organizations. The rooms shall not be used for shows to promote commercial purposes, social affairs, private parties, political meetings and money making affairs or for programs by commercial firms. Programs involving the sale, advertisement or promotion of commercial products or services or the solicitations for the future sale of products are prohibited. Businesses may use the room for employee educational training.

No admission fee shall be charged by the group using the facility. The library system or Friends of the Lafourche Parish Public Library are the only organizations that can hold fundraising activities which results in a monetary benefit to the library system.

Responsibility for scheduling the meeting rooms is vested in the Branch Librarians or Branch Managers. Applications must be submitted one week in advance by a person with a valid Lafourche Parish Public Library card. The meeting room may be booked by adults, persons eighteen years or older, only. If teenagers or children are to be present, an adult must be responsible, in charge of, and present during the entire meeting. Groups requesting the use of a meeting room must designate an authorized contact for the group who will insure that all policies are followed.

A new updated application form for meeting room use and a signed policy statement must be submitted each year in January. 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. When the library reopens, reservations will be honored as scheduled. 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. If cancellation occurs without library notification, the organization will have meeting room privileges revoked for six months.

Library staff has the right to enter and remain in the meeting room at any time during a scheduled meeting.

Library staff has the authority to terminate any meeting which is in violation of any part of this policy or is disruptive of the quiet and orderly functions of the library.

Failure to observe meeting room policies may result in denial of meeting room privileges.

Only light refreshments may be served in the meeting rooms. Cooking on the premises is not allowed; however, meetings may be catered. The organization must leave the room clean and in the order that the room was found including the replacement of tables and chairs.

Groups are responsible for arranging the room for their meeting. The applicant is responsible for reasonable care of the meeting rooms and furnishings, and is financially responsible for damages to facilities, equipment or contents. The organization must remove any clutter caused by its activities. Activities must be approved by the branch manager. Materials are not to be attached to walls, windows, doors or furnishings.

Alcoholic beverages of any kind and possession and/or use of controlled substances, gambling in any form, and smoking and other uses of tobacco are prohibited throughout the library or on library property.

Standard fire code regulations restrict any open flame, burning candles or other flammable, combustible or hazardous materials in the library. Also, the occupancy of room sizes must comply with fire codes.

Storage is not provided in the library for the property of the organization. The library is not responsible for equipment, supplies or other items owned by a group and used in the library.

All meetings must be held within regular library hours. No exceptions will be made. All meetings must finish fifteen minutes before library closing.

It is the intent to prohibit any one group or organization from dominating the use of the meeting rooms. Generally, no more than one meeting per month will be scheduled for any group. No group may transfer a room reservation to another group.

If any group or individual violates any of these policies, the Lafourche Parish Library Director retains the right to cancel subsequent use of meeting rooms by the group.

Any publicity materials, invitations, flyers and press releases promoting events or meetings held at the library may not list the Lafourche Parish Public Library as a co-sponsor unless the Library Director has officially designated the event as co-sponsored. The library phone numbers may **not** be listed as a contact for meetings/events.

Authorized use of the Lafourche Parish Public Library meeting rooms 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 meetings. Meetings held will not be allowed or disallowed solely on the basis of race, creed, or national origin provided that the meeting falls into the category of approved type of organizations.

Adopted: January 23, 2006

Revised: January 29, 2007

Revised: June 28, 2010