

## MEETING ROOM AND STUDY ROOM USE POLICY

The Durham Public Library views the use of the Library meeting rooms and study rooms as an extension of library service. Although the chief use of these spaces is for the presentation of library programs, the rooms are available to the community for civic, informational or cultural activities.

Only noncommercial, civic or governmental groups may use the rooms free of charge. Rooms are not available for social, money-raising events, or for the benefit of private individuals. Library sponsored fund-raising events are permitted.

With the exception of Town Boards, Commissions and Committees or elected officials, all groups wishing to use a meeting room must submit an Application for Use of a Meeting Room, available at the Library and on the Library website (see appendix.) The meeting is not scheduled until approved by the director or her/his designee.

The Board subscribes to Article IV of the Library Bill of Rights which states that facilities should be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The fact that a group is permitted to use the rooms does not in any way constitute an endorsement of the group's beliefs or purposes by the Library.

All rooms are handicapped accessible

### **Priority Booking**

The use of the rooms shall be governed by the following descending order of priority.

- a. The Durham Public Library
- b. PALS: Friends of the Durham Public Library
- c. Town Boards and Commissions
- d. Durham community organizations
- e. Other groups in Durham

The availability of meeting space at all other times shall be on a first-come, first served basis. The Library will assign the rooms available according to group size, space needs and other Library requirements. The Library cannot guarantee the same room to groups that meet on a regular basis.

### **Compliance with Other Library Policies**

Users of the meeting rooms and study rooms must comply with other library policies, including the Patron Responsibility Policy and Food and Drink Policy. Patrons who violate library policies may be asked to leave and future room reservation privileges may be revoked.

## Study Rooms

The Library provides two study rooms for 1-4 people for the purpose of quiet study and discussion.

1. Patrons must be 12 years old or older to reserve a study room.
2. Groups or individuals may reserve a study room for a maximum of 2 hours per day.
3. Reservations are limited to one per day, per group.
4. If it has not been reserved, patrons may remain in a room beyond their scheduled time, but must vacate it when a new patron signs in.
5. Patrons may sign up for a room up to one week in advance. Study rooms may be reserved online, by telephone, or in person at the Circulation Desk.
6. Room reservations will be held for 15 minutes past the start of the time reserved.
7. The library is not responsible for equipment, supplies, materials or any other items owned by an individual or group used in the study rooms. Personal items may not be stored in the study rooms.

## Meeting Rooms

The Library provides larger meeting rooms that are available to the community for civic, informational, or cultural activities.

Lower level:

Left Durham Conference Center	Capacity 80
Right (children's activity room)	Capacity 55
Combined use of both rooms	Capacity 135

Main level:

PALS Gallery and Meeting Room	Capacity 50
(The PALS Meeting Room is available on a very limited basis. Please contact the Library Director to discuss.)	

## Rules

1. The representative filing the application must be 18 or older.
2. No fees may be charged.
3. All meetings must be open to the public
4. Organizations may use the Library's audio-visual equipment only under the supervision of an available staff member. Arrangements for use of audio-visual equipment must be made at the time of booking

5. Arrangements for use of the library kitchen in conjunction with a meeting must be made at the time of booking. All kitchen equipment used must be thoroughly cleaned and put away in its original condition
6. Meeting space must be returned to its original condition or set-up
7. Groups may not post signs at the library
8. Library telephone number may not be given out for information about the group's event
9. Groups must adhere to posted fire codes regarding the number of persons allowed in the room
10. The Library reserves the right to cancel any meeting because of adverse weather conditions or for other emergency reasons
11. Users of the meeting room must be considerate of library patrons and therefore must not disrupt normal library operations

### **Businesses**

The Durham Public Library supports local economic development efforts and therefore makes available the use of the meeting rooms to Durham-based businesses.

- Businesses may use the meeting rooms for a donation of \$50 for half a day (three hours or less) and \$100 for a full day (more than three hours), during library hours
- All donations will be used to support the Durham Public Library
- Rooms may be used for informational meetings, no products or services may be advertised, solicited or sold
- The library may not be used as the official address or headquarters of a business
- Sponsors of meetings open to the public may not require sign-in of attendees nor should any follow-up contact be made at the sponsor's initiation
- No admission may be charged

*Businesses must provide a Certificate of Insurance naming the Town of Durham as additional insured, and an Indemnification form (hold harmless agreement).*

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