



Clark County Public Library

Meeting Room Policy

Who May Use the Room?

All Meeting Rooms are primarily for the use of the Clark County Public Library and its affiliates. All meetings must be free and open to the public. Any member of the public or Library staff may enter the meeting room at any time.

Use of the Library meeting rooms in no way constitutes endorsement by the Library staff or Board of Trustees of the viewpoints presented or of the policies or beliefs of those using the meeting rooms.

Meeting Rooms may be used by outside groups whose primary purpose is non-profit, civic, cultural or educational, but meeting rooms may not be used by outside groups for the following:

- **Social Gatherings** (this includes but is not limited to birthday parties, retirement parties, anniversary parties, class reunions, family reunions, etc...)
- **Entertainment Purposes** (this includes private screening of films)
- **Religious/Political Purposes** (this includes formal religious services, - campaign activities directly related, pro or con, to the campaign of individual political candidates or ballot issues are prohibited in meeting rooms - fund-raising is not permitted)
- **For-Profit Purposes** (including, but not limited to, the promotion of, the advertising of, or sale of products and/or services and “Informational Seminars” that may result in a later sale - staff training sessions and meetings held by for-profit entities are not allowed)
- **As an Organization’s Headquarters** (such as the organization’s main base of operations)

General Information

- Any groups wishing to use the Library Meeting Rooms must fill out and turn in a Meeting Room Application (available online or at any library location). An application must be filled out for each Library location the group utilizes. Applications are kept on file and need only to be filled out once (per location) as long as the contact person’s information does not change. If there is a change, a new application must be submitted.

•
•
•
•
•
•
•
•

-
- Dropping off or mailing in an application does not mean the room will automatically be booked for the group. It may not be available for the time requested. Please check with the branch location or Public Relations (for Main) to make sure that the room requested was available.
 - All meetings must be scheduled at least one week in advance (for example a meeting scheduled for a Monday must be scheduled no later than the previous Monday) and will be dealt with on a first-come, first-served basis with Library events taking priority. Requests will be addressed as time allows.
 - At least 24 hours notice must be given in the event that a meeting should have to be cancelled.
 - All groups must vacate the Meeting Rooms fifteen minutes before Library closing time.
 - Reoccurring (weekly or monthly) meetings can be scheduled three months in advance, and one-of-a-kind meetings may be scheduled six months in advance. Weekly meetings are limited to six months per year total.
 - **Monthly Reoccurring Meeting Example:** Group A books the room for a monthly meeting beginning in March. At that time, they may also book meetings for April and May. In May they can book for the next three months (June, July & August) if available.
 - **Weekly Reoccurring Meeting Example:** Group B books the room for a weekly meeting beginning in March. At that time, they may also book meetings for April and May. In May they can book for the next three months (June, July & August) if available. Weekly meetings are limited to six months total per year.
 - Because of the frequent use of the meeting rooms, the Library is unable to guarantee their availability for regularly scheduled meetings.
 - At the Main Library groups with at least 25 participants will be assigned space in the Gaier Meeting Room when available (exceptions to group size can be made on a case-by-case basis). Smaller groups, with a minimum of 8 participants, will be scheduled in the Dividable Meeting Room (1, 2 or both sides). Scheduling for meetings at the Main Library in the Gaier Meeting Room and the Dividable Meeting Room (1, 2 or both sides), will be handled at the Main Library Public Relations Office by the Public Relations Assistant.
 - Scheduling for meetings at a Branch Library will be handled by the Branch Manager.
-

- The Library reserves the right to review any or all applications for space and judge whether or not the applicant fits the policy.
- The Library may change this policy at any time.

Meeting Publicity and Meeting Requirements

- All promotional materials for meetings must contain the statement “**This meeting/program is not sponsored by the Clark County Public Library.**” Any use of the Library’s logo on promotional materials without the Library’s written consent could result in the cancellation of your meeting. Groups may not use the Library’s telephone number as the organization’s contact point, but must provide an independent address, telephone number, and/or website that people can contact for more information.
- The Library may not be used as an official address or headquarters or in any other way which may show sponsorship of a non-Library activity.
- Outside groups may not have the press or news stations cover a story anywhere on Library premises without permission. Filming of meetings is not allowed by outside groups or media without permission. Permission must be gained from the PR Department at the time of booking the meeting room.
- Outside groups may not take registration for the meeting or collect names/contact information from meeting participants.
- No requests for donations, solicitations or personal information will be allowed.
- Authors participating in Library sponsored programs may sell books/materials; however the monies must be handled by the author or associate.
- Permission to use the meeting room is non-transferrable.
- Except in cases of emergency, messages cannot be conveyed to meeting room participants or attendees by library staff.
- The Library may provide the group’s name and/or a group member’s name and telephone number to the public so that direct contact with the group can be made.
- The contact person is liable for any damage to facilities and furnishings.
- Those responsible for booking the room, but not in charge of running the meeting are required to pass this policy on to the responsible parties.

•
•
•
•
•

What if Our Meeting Requires AV Equipment?

- **Requests for the use of the Library's audio visual equipment must be made at the time of scheduling the meeting.**
- The Library's overhead projector may be used for a \$10.00 fee, for which an invoice will be issued after the meeting. Care must be taken with all Library equipment. Payment must be submitted after receiving the invoice.
- Use of Internet/data and telephone connections in the Meeting Rooms is limited to Library conducted/sponsored programming. Wi-Fi is available for public use with a valid library card.

Room Set-Up and Specifications

- At the Main Library, the standard room set-up in the Gaier Room will be tables and chairs in a classroom configuration. At the branch locations, groups requiring a different set-up may rearrange the tables and chairs to their desired configuration but must put them back the way they found them. Tables & chairs must be left in a clean condition. Tables at all locations must be covered for any activity that may be messy (i.e. art or craft projects). At the time of booking your meeting, please allow for set-up and tear-down if necessary.
 - The Library is not liable for injuries to people or damage to or loss of property.
 - A charge will be assessed for damages to any Library property. This includes pictures or other equipment that may be wall or ceiling mounted. Please do not remove any posted signs, pictures, etc...from the meeting room walls.
 - The Library will not store any materials for meetings scheduled in the meeting rooms. Items left behind will not be the Library's responsibility. Please contact Security for lost and found items.
 - Display materials may not be affixed to any painted surface. The dry erase boards at the Main Library are magnetic and you may use magnets to put up signs if necessary.
 - At the Main Library, blinds on the doors to the Gaier Room must remain open at all times. Windows in Meeting Rooms 1& 2 may not be covered at any time.
 - Doors to all meeting rooms must remain unlocked while in use.
-

- Only dry erase markers provided by the Library may be used on the dry erase boards. (Available at the Patron Services Desk at the Main Library upon request). Please return them after the meeting.
- Candles or any open flames are not allowed on Library premises.

Is Food and Drink Allowed in Meeting Rooms?

- Light refreshments may be served, ex: chips, cookies, sandwiches, salads, coffee, fruit, etc. Liquids that stain such as: tomato-based foods/sauces and red or purple punch/juices may not be served. Potlucks are not allowed. Heating devices such as Crockpots, chafing dishes, roasting ovens are not allowed. Cooking is not permitted. Exceptions may be made for library sponsored programs where a staff member is present.
- Smoking, and alcoholic beverages are not allowed.
- A small kitchenette is available for use at the Main Library and the Houston Branch.
- There are no microwaves or coffee pots available at any location. Snack/soda vending machines are available at the Main Library only.

What Hours are Meeting Rooms Available?

People using a branch meeting room can access the rooms at the following times:

Enon Branch - Monday - Thursday - 10 a.m. - 7:45 p.m., Friday - 10 a.m. - 5:45 p.m., Saturday - 10 a.m. - 5:45 p.m., Sunday – CLOSED

Houston Branch - Monday - Thursday - 10 a.m. - 7:45 p.m., Friday - 10 a.m. - 5:45 p.m., Saturday - 10 a.m. - 5:45 p.m., Sunday – CLOSED

Park Branch - Monday - Thursday - 10 a.m. - 7:45 p.m., Friday - 10 a.m. - 5:45 p.m., Saturday - 10 a.m. - 5:45 p.m., Sunday – CLOSED

Village Branch - Monday - Thursday - 10 a.m. - 7:45 p.m., Friday - 10 a.m. - 5:45 p.m., Saturday - 10 a.m. - 5:45 p.m., Sunday – CLOSED

In an effort to increase security measures, the Clark County Public Library requests that all groups using the Gaier Meeting Room and Meeting Rooms 1 & 2 abide by the following policy:

The Gaier Meeting Room and Meeting Rooms 1 and 2 **CANNOT** be accessed **BEFORE** 9:00 a.m. Monday – Friday, 10 a.m. on Saturday and 1 p.m. on Sunday. The Gaier

•
•
•
•
•
•
•



Meeting Room is available Monday – Thursday 9:00 a.m. – 7:45 p.m., Friday 9:00 a.m. – 5:45 p.m., Saturday 10 a.m. – 5:45 p.m. and Sunday 1 p.m. – 4:45 p.m.

Groups must have everything cleaned up and ready to exit the meeting room 15 minutes before the library closes.

No one but library staff are to enter the building using the STAFF ONLY or BUSINESS OFFICE doors.

NO EXCEPTIONS WILL BE MADE.

Clark County Public Library Meeting Room User Agreement

This page must be signed, dated and returned to the Public Relations Assistant or Branch Manager with a completed application before the room may be used. Please keep the attached Meeting Room Policy for your records.

I have read and agree to abide by the terms of this policy. I understand that failure to do so will result in permanent loss of meeting room privileges.

Signature _____ Date _____

