

Public Meeting Room Policy

Meeting rooms are available to any group that meets the eligibility criteria to reserve a room, regardless of the organizers' views, background, beliefs, religion, or speech content. Permission to use the facilities does not constitute an endorsement of the group's policies or beliefs by the Pulaski County Public Library.

Article VII of the ALA Code of Ethics states, "We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources."

The primary purpose of the Pulaski County Public Library meeting rooms is to accommodate library programs. When those needs have been met, the Library has specific rooms that are available for rental with the following priority:

1. Programs sponsored by federal, state, or local government or community healthcare organizations.
2. Non-profit organizations or resident library cardholders
3. Business organizations or individuals

Reservation Criteria

1. Reservations can be made online at the Library's website or in person. Reservation questions can be answered on the telephone, but reservations cannot be secured.
2. Each group may reserve a room for meetings up to twelve (12) times each calendar year. Ad hoc requests will be accommodated at the Director's discretion.
3. Reservations are accepted no earlier than thirty (30) days in advance and must be made at least forty-eight (48) hours before the event.
4. Rooms cannot be used for parties, social functions, or garage sales.
5. Reservations are available between 9 a.m. – 9 p.m., Monday – Friday/Saturday (?) Reservations held outside of regular library business hours will incur an after-hours fee.
6. Reservations held during regular library business hours are expected to end fifteen (15) minutes before the Library's closing time.
7. The individual making the room reservation must attend the event. This person is also responsible for handling damages to the room.
8. Juveniles may utilize the rooms, but an adult must complete the reservation, and the adult must be present with the juveniles.
9. Groups renting the room are requested to present proof of liability insurance naming the Pulaski County Public Library as an additional insured; renters' coverage must be primary and non-contributing. A waiver may be granted upon request.
10. All meetings held at the Library are open to all wishing to attend subject to fire codes, ADA requirements, and occupancy restrictions.

11. Groups consisting of five or fewer should use the Library's café or large tutor room space.
12. Groups may not charge or solicit an admission fee for any event or program held in the Library meeting room.
13. Individuals seeking to complete their work from home duties are subject to business rental fees.
14. Library staff will handle the selected standard room set-up. An additional fee may apply to any unusual or labor-intensive room set-ups.

Fees

1. To secure the reservation, all applicable fees must be paid at the time of reservation, and are **subject to sales tax**. Any expenses incurred during the rental time will result in a bill being sent to the individual who accepted responsibility for the room.
2. If the actual number of attendees exceeds the anticipated group size by 10 or more, then there may be an additional set-up service fee of \$20.

Publicity

Groups or individuals using the meeting rooms may not imply that the event is sponsored, co-sponsored, or endorsed by the Library in any such advertising or publicity material and must include a disclaimer to this effect.

Groups and organizations may use the street address of the Library as the location of the event and a line stating, "...at the Pulaski County Public Library". The name, address, or telephone number of the Library may not be used as the official address for the group.

Groups using the meeting rooms are asked not to instruct the public or their invitees to contact the Library for information regarding non-Library-sponsored events. Library staff cannot relay messages or transfer telephone calls to patrons or meeting room guests except in the case of an emergency.

Food

Covered beverages (cups with lids) are permitted in the meeting rooms, and food is allowed in the Reading Room. The Library Director must approve requests for food in the Magnolia Room in advance.

Alcohol is prohibited without the written permission of the Director and proof of liquor liability insurance.

Groups using the room are responsible for leaving the room in good order and removing all food and beverages after the event. The individual responsible for the reservation should remove trash exceeding one trashcan. Delivery and removal of any outside equipment or catering supplies must be pre-arranged with the Library staff.

If needed, basic housekeeping supplies are provided in each meeting room.

Behavior

Smoking, vaping, chewing tobacco, or gambling is never permitted in the meeting rooms or anywhere in the Library.

Use of the meeting rooms may not interfere with the routine business of the Library. The Director, or staff member appointed by the Director, reserves the right to terminate any meeting that is noisy, disruptive, or potentially destructive to the Library's property. One verbal warning will be given. If a second warning is required, privileges may be suspended.

The renter agrees to obtain the relevant licensing permission when showing a film, playing music, or presenting other copyright material.

Children

Juveniles or young adults (18 & under) may use the rooms only when adult supervision is provided.

If children accompany adults to their meetings, the adult caregiver is responsible for the children's behavior throughout the Library. Children 12 and under, must be accompanied by their adult caregiver at all times. Individuals or groups violating this policy may be required to end their meeting early and/or be denied future privileges.

Technology

The Library's audio-visual equipment may be used with advanced permission. The applicant is responsible for completing a brief technology-training tutorial before the day of reservation. If a technician is required for the duration of any meeting, an additional hourly charge of \$20 may also apply. Laptop computers are available for rental at \$10 each. The Library is not responsible for equipment, supplies, exhibit materials, or other items owned by a group or individual used in the meeting room.

Appeal

In case of a room reservation denial, an appeal may be made, in writing, to the Library Board of Directors.