

WEBSTER PARISH LIBRARIES

MEETING ROOM POLICY

Webster Parish Libraries welcome all who come to the library to access information through education, communication, cultural, civic, and recreational enrichment. As part of this service to the community, WPL maintains community meeting spaces at certain locations free-of-charge, on a limited basis, during regular library hours subject to the regulations below. After hours meetings are subject to the Director's discretion and fees may apply. Use of meeting spaces for library purposes take precedence over all other uses and room availability is contingent on there being no conflict with library programs or meetings. WPL reserves the right to determine use of the room and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability. The meeting room is available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below.

- Individuals and groups may use the meeting rooms for non-commercial purposes: staff training, informational presentations on issues of public interest, etc., but not for sales or billable service presentations, sale or promotion of products or services, etc. except in conjunction with library approved local author events. No orders requiring future payment may be taken and no donations may be solicited.
- No admission charge or collection of any kind for participation that solely and directly benefits an individual or business may be attached to any meeting room use.
- Payment of fees for education courses conducted by established educational institutions and governmental organizations are subject to director approval. Consideration cannot be assured unless application is received in time to review.
- Access shall be provided equitably, regardless of beliefs or affiliations of individuals or groups.
- Permission to use library facilities does not constitute an endorsement by the library of the viewpoints expressed by the program or participants in the program. **No advertising or announcement implying such endorsement is permitted.**
- Meetings involving politics are permitted ONLY if the meeting is an open forum and all political parties and/or candidates are invited, in writing, to appear. Campaigning is not permissible.
- The library reserves the right to cancel any event for any reason deemed valid by the library. The Webster Parish Libraries Board of Control reserves the right to make a final decision if questions arise concerning use of the libraries.
- By reserving a space, users of meeting spaces agree to the Webster Parish Libraries Meeting Room Policy and the established rules of conduct.
- All organizations or groups shall indemnify, defend and hold harmless Webster Parish Libraries and the Parish of Webster, its officials, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/groups' use of the library meeting rooms.
- The library is not liable for injuries to people or damage to property or organizations using the meeting rooms.
- A Meeting Room Application must be completed online or in person. Staff are available to assist with this if needed and may be reached at 318-371-3080 x110. The Quad must be booked by phone or in person.
- Submitting a Meeting Room Application does not guarantee use or date/time requested.
- Meeting rooms are not available for use on Sundays due to staffing requirements between events.

Meeting Rooms are handicapped accessible. The applicant is responsible for any additional special need requirements.

RULES AND REGULATIONS

APPLICATION PROCESS

- The organization representative/individual making the reservation request must be over the age of 18, will ensure that all policies are followed by those in attendance, and the organization/individual will be held responsible for any and all damages that may occur as a result of the use of the facilities. Fees for damages may be applied based on replacement/repair cost.
- Space arrangement shall be the responsibility of the user group, unless previous arrangement was made with library staff prior to the event, and meeting room spaces must be left in the same arrangement as found. Not doing so will result in the loss of all meeting space use privileges.

RESERVATIONS AND CANCELLATIONS

- The library reserves the right to limit to no more than two uses per month for each non-library related individual, group, or organization.
- The meeting room may not be booked more than two months in advance for non-library related purposes.
- After two “no shows” per current calendar year without prior notice, the individual/organization will not be allowed to book the meeting room until the following calendar year.
- The individual/organization scheduled to use the meeting room may be declared as a “no show” if not present within 15 minutes of scheduled booking time.
- Organizations must notify the library of any cancellation on their part as soon as possible.
- Events must be scheduled to allow for set up and clean up time. Events scheduled during regular library hours of operation must be concluded 15 minutes before branch closing. Failure to do so may result in future loss of reservation privileges.
- Once a space is reserved, the group is not permitted to allow a third party to use the space in their place unless authorized by the library manager or designee.
- Meeting spaces are booked on a first come, first served basis.
- The library reserves the right to cancel any event due to unforeseen natural disasters, capital projects, and maintenance problems or for any other reason deemed valid by the library. Rescheduling is subject to availability.
- The library reserves the right to revoke permission to use library meeting space for any reason.

ADVERTISING

- Groups must obtain permission from the library manager or designee to post temporary signs or materials on library property.
- The library will not advertise or promote any meeting or event unless it is a co-sponsor.
- All announcements, press releases, flyers, etc. relating to meetings must make no statement inferring that the event is WPL sponsored or sanctioned without preapproval from the Director.
- A library address may not be used by any non-library related individual, group or organization as their location or mailing address.
- The library telephone numbers may not be used by outside individuals, organizations, or groups for any promotional or contact purpose.

GUIDELINES FOR USE

- Users may not tack anything to walls or doors, or use any type of adhesive that will damage the wall surface. Standard removable adhering products may be used. Please remove any residue.
- Users are responsible for the supervision of all children in attendance.
- Users are responsible for the setup and take down of furniture, decorations, etc. and meeting room spaces must be left in the same arrangement as found.
- Open flame is not permitted in the library. An exception will be made for chaffing dishes.
- No glitter is allowed. If balloons containing helium are used, balloons must be properly disposed of at the end of the event to ensure security alarms are not triggered after closing.
- Illegal drugs and/or alcoholic beverages are not permitted on library property. Smoking is allowed outside of library locations 25 feet from all main entrances.
- Attendance will be limited to fire code regulations at each location.
- Meetings may not disrupt the use of the library by others, and persons attending the meetings are otherwise subject to all library regulations and policies. Library staff have the authority to terminate any meeting which is disruptive to the orderly functions of the library.
- Groups are permitted to serve food and drinks at scheduled events but clean-up by the group is required, and if not done, could result in the loss of meeting space privileges.
- All trash must be removed upon the conclusion of an event and must be placed in an exterior dumpster.
- Food may be catered and/or microwaved. A refrigerator, microwave, and coffee pot are available with some meeting spaces. Check with the library manager or designee for availability status. For Stewart Center and Springhill Meeting Room reservation, a grill may be used outside, but must be placed at least 25 feet away from the building and all main entrances. All utensils, serving ware, and condiments, including sugar, creamer, etc., will be the responsibility of the user. No food or beverages may be stored at library locations.
- Groups may need to provide their own audio-visual equipment depending on location and availability. Please verify by contacting the library manager or designee at the library where the reservation is being held.
- Wi-Fi is provided but not guaranteed.
- Exits must remain unblocked at all times.
- No form of gratuity, tipping, or other payment to library personnel is permitted.
- Users **MUST** be out of the building by the reservation end time. **NO EXCEPTIONS.**

OTHER

- Library staff cannot accept deliveries for meetings. This includes catering. A group representative must be on hand to accept deliveries.
- The library is not responsible for materials or equipment brought into the library by individuals or groups. Such materials or equipment may not be stored in the library. The library is not responsible for lost or stolen items.
- Should the event require security, the group is responsible for providing and paying for that security. This can be deemed necessary by the director.

FEES

The use of all meeting spaces is free of charge during regular library operating hours. Library operating hours vary by location. Events must be scheduled to allow for set up and clean up time, and meetings scheduled

during regular operating hours must conclude 15 minutes before branch closing. After hours meeting room use is available for certain meeting spaces due to public accessibility, but is subject to fees. There is a minimum \$50 fee for use of the Stewart Center and Springhill Meeting Room space outside of regular operating hours. That fee covers 2 hours of use. Each additional hour beyond that is \$25 per hour. These spaces cannot be rented outside of regular operating hours for less than \$50. All events must conclude by 9PM.

MEETING SPACES, LOCATIONS, AND OPERATING HOURS

Minden Library Branch

521 East & West Street

Minden, LA 71055

- Stewart Center Meeting Room
 - Monday – Friday: 8:15AM – 5PM
- Minden Main Meeting Room
 - Monday – Thursday: 8:15AM – 8PM
 - Friday & Saturday: 8:15AM – 5PM
- The Quad
 - **FOR BUSINESS USE ONLY** Must be able to provide EIN if requested.**
 - Monday – Thursday: 8:15AM – 8PM
 - Friday & Saturday: 8:15AM – 5PM

Springhill Library Branch

1000 s. Arkansas Street

Springhill, LA 71075

- Springhill Meeting Room
 - Monday – Thursday: 8:15AM – 7PM
 - Friday & Saturday: 8:15AM – 5PM