Valley Head Public Library
Meeting Room Policy

The Valley Head Public Library shall be open for use by groups and organizations in an effort to help meet the needs of our various communities. The library will strive to make the meeting rooms at each facility available on an equitable basis.

Authorization for Meeting Room use:

• The Library Board, Director or staff, by granting permission for an organization or group to use a meeting room, do not in any way endorse, approve or disapprove of the group's beliefs or policies.

• Library-sponsored programs that require the use of a meeting room shall take precedence over public meetings.

• The Library reserves the right to deny future use of the meeting rooms to any group or organization that does not follow the meeting room policies.

Meeting Room Policies:

• An application form is to be completed for each group wishing to use a meeting room. These forms will include the name of the group, the group's designated representative and responsible party, contact information, and estimated meeting date schedule if known. Forms will be kept on file at the library circulation desk.

• Meetings that run after scheduled library hours may continue, but people will be confined to the meeting room and will not have access to the main library, including the copy machine, after hours.

• Users of the meeting room may be asked to leave if use or behavior is deemed by the Librarian to be disruptive or in any way contrary to library policy.

• Smoking and alcoholic beverages are not allowed in the library, the meeting rooms, or on library grounds.

Applying for Meeting Room use:

• Reservations may be made in person or by telephone during regular business hours with staff librarians. The applicant must specify the name of the group, the name of the designated representative, contact information, date, time and length of meeting, and the number of expected attendees. Fee amount will be agreed upon at the time of application. Payment will be due the day of the meeting unless an approved account for invoicing has been set up.

Non-profit groups shall be asked to make a monetary donation, or an "in-kind" donation to the library. Each library shall provide non-profit applicants with a wish list of desirable or acceptable in-kind contributions.

Fees may be paid either in advance or on the day of the meeting. Groups requiring an invoice must make this request when applying.

• Time for set-up and clean up should be included in the meeting time requested.

• Fees can be refunded in case of cancellation. Excessive cancellation and rebooking may result in fees not being refunded.

Meeting Room User Responsiblities:

• Meeting room users agree to return the room to its original state.

• Food and drink may be served during meetings. Users agree to provide all refreshments and to insure that food and drink remain in the meeting room.

• Meeting room users agree to pay for any and all damages to library property including, but not limited to, walls, floors, carpeting, furniture and grounds, while applicant is using the facility.

• Equipment, such as televisions, VCR or DVD recorders, coffee pots, etc. may be available to users upon request. All requests should be made at the time of application. The user accepts responsibility for any equipment used, and agrees to pay replacement costs or repair for any equipment damaged while being used by the applicant.

• Meeting room users should be sensitive to the needs of the regular library patrons by monitoring noise levels during the meeting.

Publicity of Public Meetings:

• Any publicity, including but not limited to, brochures, flyers, radio and TV announcements, newspaper ads, electronic communication, etc. must carry the name and telephone number of the individual or organization sponsoring the meeting.

• The library telephone number may not appear on any publicity. Library staff cannot be responsible for telephone queries about non-Library programs.

• The name, mailing address, telephone number, FAX number, website or email address of the Valley Head Public Library may not be used by the group or organization for correspondence or conducting business of any kind. Any correspondence or packages received at the library address will be returned as “Addressee unknown".

These policies may be waived only by prior approval of the Board of Trustees.

Policy revised and adopted by the Valley Head Public Library’s Board of Trustees on December 13, 2017