



## **Fayetteville Free Library Meeting Room Use Policy**

### **Overview**

In keeping with our mission, the Fayetteville Free Library (FFL) encourages use of the meeting rooms by groups engaged in educational, cultural, intellectual, charitable, community, advocacy, and civic activities.

In accordance with federal, state, and local laws, meeting rooms are available to organizations and groups without regard to their religious, political, or philosophical beliefs. Use of the library's meeting rooms does not constitute library endorsement of viewpoints expressed by participants in the program.

By applying for the use of a library meeting room, the applicant and organization agree to adhere to all policies stated herein and to the FFL Patron Code of Conduct.

Use of rooms is available free of charge to qualifying organizations.

Commercial uses of meeting rooms are prohibited; this includes solicitations, admission or other charges, money-raising activities, and/or sales.

Library meeting rooms are not available for private events such as corporate meetings or birthday parties.

### **Reserving the Space**

Reservations are available on a first come, first served basis. Reservations are available up to twice per week, and may be scheduled up to 2 months in advance. Maximum reservation length is 2 hours (exceptions can be approved by staff).

Rooms are available 15 minutes after the library is open. Groups will not be able to enter the building until the library is open. All meetings must end 15 minutes prior to the library closing.

Use of AV equipment is available by request. Please contact the FFL **at least one week before** your event to set up AV arrangements.

Unless the event is being co-sponsored by the FFL, groups are responsible for their own publicity which must contain the following statement "This event is not affiliated with or sponsored by the Fayetteville Free Library."

*Revised and Approved by FFL Board of Trustees 09/28/2021*



In the event of bad weather, or other emergency, the library may close and any meeting room reservations will be cancelled. The library will take measures to announce closures and delays to the public.

If the group needs to cancel the reservation, please notify the library as soon as possible.

The library may deny the meeting request if it is determined that:

- The purpose of the meeting is illegal, contains hate-speech, or poses a potential security or health risk
- The purpose of the meeting is for commercial, personal, or promotional purposes
- The purpose of the meeting does not comply with library policies
- The activities of the meeting interfere with the functioning of the library
- The applicant has repeatedly failed to comply with the library's Patron Code of Conduct, or been banned in the past

Denial of meeting room use can be contested by emailing the FFL Board of Trustees President at [board@fflib.org](mailto:board@fflib.org) and the FFL's Executive Director.

### **During Your Meeting/Event**

Groups are responsible for room set up and configuration of tables and chairs.

Groups are expected to leave the room clean and orderly.

Refreshments may be served with the understanding that the space will be left with the same level of cleanliness that it was found.

All persons using the meeting rooms are subject to all Library rules and regulations, including:

- Noise levels from meeting rooms must not disturb library patrons or staff
- Children must be supervised by an adult at all times, in accordance with the Library's Safe Child Policy
- Smoking, alcoholic beverages, and open flames are not permitted

Groups are responsible for damage to Library property, and the Library reserves the right to charge the responsible person if extra housekeeping or maintenance service is necessary.

The Library is not responsible for lost or stolen items, or items left in the meeting room. The Library cannot provide storage of material or equipment.

Failure to comply with this policy may result in the suspension of meeting room privileges.

Any exceptions must be approved by the library's Executive Director.

*Revised and Approved by FFL Board of Trustees 09/28/2021*