



Fayetteville Free Library Meeting Room Use Policy

Overview

The Fayetteville Free Library (FFL) encourages use of its meeting rooms by groups engaged in educational, civic, cultural, and community activities of a non-profit, non-commercial nature.

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.

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

Policy

Fayetteville Free Library makes its spaces available on equal terms to all qualified groups subject to the regulations below:

Reservation Availability:

1. Reservations are available on a first-come, first-served basis.
2. Community groups applying for the use of library meeting rooms are responsible for communicating fully the scope of activities planned, including anticipated attendance.
3. Meeting rooms may not be used for family/personal gatherings such as private parties.
4. No admission fee/donation may be charged. No campaigning may be carried out or signatures collected. No products, services, or memberships may be advertised, solicited, or sold. Exceptions will be made only for:
 - a. The sale of books, media, and art as part of a library program
 - b. Fees charged for tutoring services provided in our small meeting rooms
5. To encourage the use of rooms for diverse events and to give all qualified groups access to this service, groups may reserve library spaces as follows:
 - a. Community Room AB: Once per week, up to 60 days in advance
 - b. Study Rooms and Community Room C: One reservation per day made up to 14 days in advance. Reservations may be extended once for an additional 2 hours if available
 - c. Maximum reservation length is 2 hours
6. Room reservations may start 15 minutes after the library is open. Groups will not be able to enter the building until the library is open. To allow for break-down time, room reservations end 15 minutes prior to the library closing.



7. The library reserves the right to determine the number of events that will be held simultaneously at its facilities.
8. Library programs take priority over room reservations. In the event of a conflict, the library reserves the right to cancel room reservations with reasonable notice prior to a scheduled event. The contact person will be informed, and efforts will be made to arrange alternate space.
9. Scheduling exceptions may be requested of the Executive Director by email (director@fflib.org) and will be evaluated based on the following criteria:
 - a. Feasibility of request
 - b. Frequency of request
 - c. Purpose of meeting

Use of the Library's Facilities and Equipment:

1. Use of AV equipment is available by request in Community Room AB. Please contact the FFL **at least one week before** your event to set up AV arrangements.
2. Groups may use the library's tables and chairs and are responsible for set up.
3. Groups are responsible for keeping their events within room capacity limits.
4. All groups using the meeting rooms are expected to leave the facilities in a clean and orderly condition and are responsible for damage to library property. If the library needs to expend extensive resources to clean up, repair or replace meeting room items following a group meeting, the library may charge the group for the costs incurred.
5. Refreshments may be served. **Open flames, marijuana, alcohol, tobacco, or illegal items are not permitted.**
6. The library is not responsible for lost or stolen items, or items left in the meeting room. Any lost items turned over to the library will be placed in the library's lost and found.
7. The library cannot provide storage of material or equipment.
8. Movies are protected by copyright law and must be designated within the public domain or accompanied by Public Performance Rights to be screened in the library.
9. Library staff reserve the right but not obligation to monitor the activities within meeting rooms.
10. No alteration of meeting rooms, such as covering of windows, is permitted.

Event Promotion and Publicity

1. 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."
2. Neither the name nor address of the library may be used as the address or headquarters of a group or organization.

Reservation Cancellation or Denial



1. If the group needs to cancel a reservation, please notify the library as soon as possible.
2. The library may have unexpected closures as outlined in our Emergency Closing Policy. Library staff will attempt to notify the group contact should this arise.
3. The library will deny the meeting request if it is determined that:
 - a. The purpose of the meeting is illegal, contains hate-speech or is affiliated with a hate group, or poses a potential security or health risk
 - b. The meeting is for commercial, personal, or promotional purposes
 - c. The purpose of the meeting does not comply with library's policies
 - d. The activities of the meeting interfere with the functioning of the library
 - e. The applicant or group 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 via email to the Library Board of Trustees.

Related Policies

All persons using the meeting rooms are subject to all other library rules and regulations.

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 and/or Assistant Director.