



Durham Public Library

Meeting Room Policy

INTENDED USES

The meeting rooms in the library are intended for library programming and for public gatherings of a civic, cultural, or educational nature. The library encourages use of the meeting rooms by local groups and organizations, according to the following guidelines and conditions:

1. Priority for meeting room use will be given as follows: 1. library and library sponsored programs, 2. library related organizations, 3. Durham non-profit, 4. all others.
2. The Library's meeting rooms are available to local groups and organizations on a first-come, first-served basis provided that meetings do not conflict with library services and programs, and that they conform to the Meeting Room Policy. Rooms may be reserved by non-profit groups holding public meetings that are free of charge and open to the public.
3. The library subscribes to the equitable use of its facilities regardless of the beliefs or affiliations of the individuals or groups requesting use. Use of the meeting room, however, does not constitute an endorsement by the Library of an organization's policies or beliefs. Groups may not imply in their advertising or during meetings that the Library sponsors or supports the meeting, group, or presentation without prior written permission from the Director. Groups may identify the library and provide its address in their publicity for the meeting but not the library's phone number.
4. Exceptions to the Meeting Room Policy may be made at the discretion of the Director and/or Board of Library Trustees if deemed in the best interest of the library and the community. Any questions of interpretation of this policy will be referred to the Library Board of Trustees and no meetings will be booked until that Board renders a decision.

MEETING ROOM USE

General

1. The Durham Public Library has four rooms available for use by community groups and associations. The Pekins Community Room seats up to 100 people that can be partitioned into two rooms, one accommodating 60 people and a smaller one seating 14. The Heritage Room contains a large conference table that seats up to 12 people.
2. Two small study rooms, each seating up to 4 people are also available via day-of-use sign-ups at the front desk (See attached **Meeting Room Application** for specifications for each room)
3. Meeting rooms are not available for social gatherings, for the benefit of private individuals, for commercial enterprises, or any closed meeting. All meetings must be open to the public.

4. Meeting Rooms may not be reserved or used on days when the library is closed to the public, including but not limited to Sundays, Mondays, and legal holidays, unless arrangements are made with the Director at least one month in advance.
5. Meetings that are expected to extend past the library's open hours must be reserved in advance. **The Library will not allow meeting room use afterhours without prior arrangements.** The sponsor for the group must meet with the Director and review the security procedures for afterhours use, and sign the Reservation Agreement form. **Afterhours meetings must end by the agreed upon time. Meetings extending beyond that time will incur a fee of \$30/hour.**
6. No admittance fee may be charged or contributions solicited except for library fundraisers. Fundraising events sponsored by the Library, Friends of the Library, or other organizations affiliated with the Library are permitted. However, other groups may charge a reasonable fee to recover the cost of craft supplies or literature. Arrangements for any such fees must be made during the application process (i.e, stated clearly on the form and approved in writing). Collection of such fees is the responsibility of the Sponsor.
7. The size of the group cannot exceed the capacity of the specific meeting room (see **Meeting Room Application** for specifications).

Reservation Agreement

1. Completed applications must be submitted at least 48 hours in advance of the meeting. Application forms are available on the library's website www.durhampubliclibrary.org, and at the front desk. The application must be completed and submitted by a resident of Durham herein referred to as the Sponsor, at least 21 years of age, who shall be personally responsible for the conduct of the meeting, adherence to regulations, and the payment of any fees or charges or any damage to library property.
2. Meeting rooms may be reserved up to 3 months in advance of the meeting to allow flexibility in the arrangement of library programs. This limit applies to both single and repeat bookings. Community groups may reserve meeting rooms no more than 12 times per calendar year unless prior arrangements are made with the Director or Assistant Director.
3. The Sponsor shall be in attendance when the meeting room is in use.
4. The Sponsor is responsible for the security, safety and behavior of the group. Children must be supervised by group members, with a minimum of one adult for every five children, and pick up of children must be monitored by the group. (Please see **Unattended Child Policy** www.durhampubliclibrary.org/durham/policies.asp).
5. The Sponsor will be responsible for picking up and returning any library keys.
6. The Sponsor will promptly reimburse the library for any expense or damage resulting from the use of the facility, whether accidental or deliberate. Damage and accidents must be reported to the Director or a designated staff member immediately. Neither the Trustees of the Durham Public Library, nor the Town of Durham, shall be held responsible for injury to persons or property that may occur while a meeting room is being used. The library cannot be held responsible for materials, supplies, or equipment owned by the group and used by them in the library.

7. Users of library equipment are assumed to be familiar with their operation in advance of the meeting. If instruction is needed, staff may be available at a mutually convenient date and time.
8. The Sponsor is responsible for setting up the meeting room to his/her requirements. The library staff is not available to assist with this task. All equipment and furnishings used during the meeting must be returned to their proper place (i.e., where they were found) when the meeting is over.
9. Refreshments may be served in the community meeting room. A small kitchen adjacent to the Community Room may be used by groups, with permission from the Director or Assistant Director, provided the area is completely cleaned by the group after the meeting. **A \$50 security deposit is required with the application when refreshments are being served.** The deposit will be returned once the room has been cleaned, returned to its original condition, and inspected.
10. No custodial services are provided in connection with use of the meeting rooms. Storage facilities are not provided.
11. The Sponsor is responsible for placing trash generated by the meeting in receptacles provided in the rooms or in the trash barrels near the library service entrance. Cleaning equipment is available.
12. All inquiries concerning meetings will be referred to the Sponsor who completed the application or a designated contact person. Should the Sponsor cancel the meeting, it is his/her responsibility to notify audience members of that decision.
13. In case of emergency closure, the Director will notify the Sponsor as soon as possible prior to the event.
14. Permission for use of the room is not transferable.
15. Any infraction of these rules may result in the loss of meeting room use privileges for the Sponsor, the group, or association. Any false, misleading or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms by the applicant.
16. The Board of Library Trustees and the library staff reserve the right to deny a reservation request.
17. The Board of Library Trustees reserves the right to determine whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and if so the anticipated cost thereof which shall be the responsibility of the meeting Sponsor. Payment shall be made to the Library Trustees prior to the event.
18. Library staff telephones are only available to the public for emergency use. Incoming calls will only be relayed to meeting rooms during emergencies.
19. No smoking is allowed on library property. No alcoholic beverages may be dispensed or consumed on library property. No open flame is permitted at any time.

Approved by the Durham Public Library Board of Trustees, March 21, 2013

Meeting Room Application

Requests to use a meeting room must be:

- Submitted in writing using the application below.
- Accompanied by applicable fees and deposits.
- Returned to the Durham Public Library at least 48 hours before the event.

Event Date _____

Event Name _____

Event Description _____

Organization _____

Address _____

Contact Name _____ Contact Phone _____

Contact Fax _____ Email _____

Event Time Start _____ End _____

Total Room Time Setup Start _____ Clean-up End _____

Which room do you wish to reserve	Capacity	Floor
<input type="radio"/> Community Room	100	2 nd
<input type="radio"/> Partitioned Community Room – Large	60	2 nd
<input type="radio"/> Partitioned Community Room – Small	14	2 nd
<input type="radio"/> Heritage Room	12	1 st

Will refreshment be served? _____ \$50 deposit included? (Yes / No)

I have read and fully understand the policy pertaining to the use of the Durham Public Library meeting rooms. I agree to be responsible for complying with the policy and any payments required.

Signature _____ Application Date _____

(For Office Use Only)

Application Approved (Yes / No) Staff Initials _____

Deposit Received (Yes / No) Date _____

Deposit Returned (Yes / No) Date _____

Deposit Retained Notified(Yes / No) Date _____

Reason for Retention _____ Staff Initials _____