

Meeting Room Policy

1. Purpose

- 1.1. The Durham Public Library welcomes the use of its meeting rooms for Library programs and for gatherings of a civic, cultural, educational, or informational nature consistent with the principles of accessibility, equity, and inclusiveness as reflected in the [Library Bill of Rights](#).
- 1.2. The Library encourages community engagement and strives to provide equitable access to meeting spaces while ensuring that library operations and public services remain the highest priority.
- 1.3. Use of a meeting room does not constitute endorsement by the Durham Public Library, its staff, Board of Trustees or the Town of Durham of the viewpoints, policies, or activities of any group or organization.

2. Priority of Use

- 2.1. Meeting room use will be prioritized in the following order:
 - Library and Library-sponsored programs
 - Town departmental business
 - Library-related organizations
 - Durham non-profit and community groups organizations
 - All other eligible groups and organizations
- 2.2. Library meeting rooms are available on a first-come, first-served basis upon approval by the Library Director or designee.

3. Eligibility and General Use

- 3.1. Meeting rooms are available to local groups and organizations whose activities are consistent with the intended use of the Library's meeting spaces.
- 3.2. Nonprofit and community groups may reserve meeting rooms free of charge provided meetings are open to the public. Closed meetings are permitted only in limited circumstances and require approval from the Library Director *or designee*.
- 3.3. Meeting rooms are not available for:
 - Private social events or celebrations,

- Purely commercial activities,
- Electioneering or proselytizing, or
- Events that interfere with normal library operations or public access to library services.

3.4. Library-sponsored programs and events are generally open to the public unless otherwise approved by the Library Director *or designee*.

3.5. Groups may identify the Library as the meeting location publicity as the meeting location but may not imply Library sponsorship or endorsement without prior written permission from the Library Director *or designee*.

4. Reservations

4.1. Only Durham residents aged 21 or older may reserve a room. The applicant, herein referred to as the "Sponsor", is responsible for compliance with Library policies, payment of applicable fees, and damage resulting from use of the facility.

4.2. The Sponsor must be present during the meeting or event.

4.3. Permission to use a meeting room is not transferable.

4.4. The Library Director *or designee* reserves the right to approve, deny, revoke, or modify a meeting room reservation in accordance with this policy and the operational needs of the Library.

5. After-Hours Use

5.1. Meeting room use outside normal Library operating hours requires advance approval from the Library Director or designee and completion of all required after-hours procedures.

5.2. The Library reserves the right to deny after-hours use when staffing, security, safety, or operational considerations warrant.

6. Fees, Fundraising and Sales

6.1. No admission fee may be charged, and no fundraising or solicitation may occur except for Library-sponsored fundraising activities or activities conducted by Library-affiliated organizations such as the Friends of the Library.

6.2. Groups may charge a reasonable fee to recover the cost of supplies, materials or literature directly associated with a program or activity with prior approval from the Library Director or designee.

7. Safety, Liability, and Facility Restrictions

- 7.1. The Library Director *or designee* reserves the right to determine whether any proposed use of a meeting or event room requires a police detail or other extraordinary public safety measures. Any associated cost will be the responsibility of the meeting Sponsor.
- 7.2. Smoking, vaping, and open flames are prohibited on library property at all times.
- 7.3. Alcoholic beverages may not be dispensed on Library property.
- 7.4. Neither the Durham Public Library Trustees nor the Town of Durham will be held responsible for injury to persons or damage to property that may occur during use of a meeting room.
- 7.5. The Library is not responsible for materials, supplies, equipment, or personal property brought into the Library by meeting participants, organization, or groups.

8. Violations of Policy/Appeals

- 8.1. Failure to comply with this policy or any other Library policy may result in denial, cancellation, or suspension of meeting room privileges for the Sponsor, group, or organization.
- 8.2. Submission of false, misleading, or incomplete information on the application form may result in denial of future meeting room use.
- 8.3. The Library Director is responsible for administration of this policy and all decisions regarding meeting room use.
- 8.4. Individuals or organizations wishing to appeal a decision regarding meeting room use may complete a Request for Reconsideration of a Library Resource or Policy Form available on the Library website or at the circulation desk.
- 8.5. Appeals will be reviewed by the Personnel and Policy Committee of the Library Board of Trustees.
- 8.6. Meeting room requests subject to appeal will remain pending until a final decision is issued.
- 8.7. The decision of the Library Board of Trustees shall be final.