

**Greenwood-Leflore Public Library System
405 West Washington Street
Greenwood, MS 38930
662-453-3634**

Meeting Room Policy

The Library Board of Trustees of the Greenwood-Leflore Public Library System (GLPLS) will be the final determining authority as to the interpretation of any section herein. GLPLS welcomes the use of its public meeting room facilities for cultural, civic, educational, and informational meetings of interest to the citizens of Leflore County. Policies and procedures governing the use of Library meeting spaces are made in accordance with Article VI of the Library Bill of Rights:

“Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Groups representing any point of view shall have equal opportunity to apply for meeting room use, provided all requirements are met. Use of the library meeting rooms does NOT imply endorsement by the Library or GLPLS Board of Trustees.

GUIDELINES:

1. Library needs may pre-empt any other scheduled event. Priority for scheduling the meeting rooms will be as follows:
 - a. Library and library-sponsored groups and programs (will always take precedence over community meetings);
 - b. Library staff educational training programs and meetings;
 - c. Community oriented groups.

2. Non-profit community groups of at least three members representing any point of view shall have equal opportunity to apply for meeting room use, provided all requirements are met.

3. All meetings must be open to the general public and to the media.
4. Admission fees of any kind are NOT permitted. No donations, raffles, collections, fees, tithes, or sales of any kind may occur. This shall NOT prohibit bona fide non-profit organizations from charging dues to its members.
5. Only the Library and organizations affiliated with the Library (e.g. Friends of the Library, etc.) may collect monies during library fundraising events, including book sales and author lectures.
6. Private social uses of the meeting rooms that include, but are not limited to, play groups, bridal showers, baby showers, birthday parties, retirement parties, class reunions, breakfasts, brunches, luncheons, dinners, etc. are NOT permitted.
7. Sales meetings, employee recruiting, or staff training of employees who work in a for-profit company will NOT be allowed.
8. Meeting rooms are generally available only during regular branch business hours that vary upon location and meetings should be vacated before closing; however, some branches may accommodate meetings that occur before or after normal hours. Interested groups must contact the library system headquarters no fewer than 48 hours in advance of their proposed meeting.
9. Reservations may be placed for the year by completing a meeting room reservation form. This form must be completed by all groups.
10. Requests to reserve meeting room space must be made by an adult representative (i.e., person 21 years or older) from the requesting group.
11. The completed meeting reservation form will include a brief description of the nature of the meeting and the name of the applicant, who will be responsible for the conduct of the group and for the clean-up of the room.
12. Requests to use meeting room space in any branch of the Greenwood-Leflore Public Library System must be made through the library system headquarters. Each branch

location has different-sized meeting rooms and/or small conference spaces available (contact the library system headquarters if dimensional details are needed).

Reservations will be made on a first-come, first-served basis.

13. The applicant and his/her organization shall be responsible for ensuring that use of the room is in accordance with Library policies and rules. Failure to comply with Library policies and rules will result in loss of permission to use the room.
14. Loss or damage to Library equipment or property will result in assessed charges and/or loss of use of meeting room privileges.
15. Reasonable fees may be assessed to the group and/or individuals for any cleaning, utility expenses, and/or repairs.
16. Activities for minors must be supervised by responsible adults with a reasonable ratio at all times.
17. The use of tape, staples, nails, adhesives, or signs on walls, doors, or windows is NOT permitted.
18. Alcoholic beverages and smoking are NOT permitted inside the Library or on Library premises.
19. Groups and organizations planning to use their own special equipment must schedule additional time to accept the delivery of such equipment. This equipment can only be delivered the day of the meeting. A representative of the group or organization must be present to accept delivery of the equipment and to remain present in order to be responsible for the equipment while on Library property. The Library is not responsible for outside equipment, nor does the Library provide technical support for outside equipment.
20. All posters, flyers, or other advertisements announcing the use of such meeting space must include the following statement, "**Use of library facilities does not indicate endorsement of any group by the Library.**"

21. The Library reserves the right to deny usage to any organization, group, or individual which it believes to have been or potentially to be destructive or disruptive to the use of the library or otherwise in violation of the policies of GLPLS and/or applicable law.
22. All unresolved meeting room disputes will be reviewed by the Greenwood-Leflore Public Library System Board of Trustees. This body shall be the final authority in these matters.

MEETING ROOM RULES AND REQUIREMENTS CLARIFICATION:

- Meeting rooms and libraries may be used as voting sites and polling places.
- No fees or dues may be charged or solicited by the user for admission to or participation in any program or exhibit. No donations or gratuities of any money or other property, may be solicited or collected from the audience, and no sales may be made in connection with meeting. Only library-sponsored events may include fund-raising efforts of any type.
- Meetings, programs, and exhibits may not disrupt the use of the public library by others. Persons coordinating and attending meetings, programs, and exhibits are subject to all library rules, regulations, and federal, state, and local laws. If library rules or established laws are broken, and if it is determined that the purpose of the organization or the meeting to be held at the library has been misrepresented, the meeting may be cancelled and the group may be denied future use of library meeting room facilities.
- Library facilities shall be left in a clean and orderly fashion, otherwise those who abuse the use of the Library will be asked to pay for the repair of any damages.
- Libraries will not be held responsible for any materials or equipment left behind by groups using the meeting rooms. Such materials or equipment may not be stored in the Library between meetings.
- Granting of permission to use public library facilities does not constitute an endorsement by the Library Staff or Board of the user's policies or beliefs. Press announcements, posters, flyers, and other publicity should not give the impression that

the program is sponsored, co-sponsored, or approved by the library. The name of neither the Library, nor its address or telephone number, may be used as the official address, headquarters, or contact point for the group.

- The library reserves the right to reschedule confirmed meeting room reservations in order to use the space for programs or events sponsored by the library. Every effort will be made to notify the group in advance and to accommodate the scheduled event by offering another space in the Library when available.

MAKING A REQUEST TO USE LIBRARY MEETING ROOM SPACE:

- Requests to use meeting room space in any branch of the Greenwood-Leflore Public Library System must be made through the library system headquarters. Each branch location has different-sized meeting rooms and/or small conference spaces available (contact the library system headquarters if dimensional details are needed). Reservations will be made on a first-come, first-served basis. Requests to reserve meeting room space must be made by an adult representative (i.e., person 21 years or older) from the requesting group. This representative must complete and submit a meeting room registration form, wherein they will agree to be responsible for the group's conduct and general use of the space.
- Meeting rooms and small conference rooms are generally available for use only during normal library open hours that vary upon location and meetings should be vacated before closing; however, some branches may accommodate meetings that occur before or after normal hours. Interested groups must contact the library system headquarters no fewer than 48 hours in advance of their proposed meeting. Persons using meeting room space at times when the Library is closed will generally be confined to that meeting room space and/or restrooms. Use of the Library's telephone will NOT be made available to groups, so other arrangements should be made for after-hours telephone use in the unlikely event of an emergency, or for any other reason or purpose (e.g., bringing a personal cell phone).

- No meeting may be scheduled for more than one year ahead of the meeting room requested. Please note that renewals of annual or other regularly scheduled reservations are not automatic. An updated registration form must be submitted at least once each fiscal year (October 1st –September 30th) and may be requested of a group more often (check with the library system headquarters for details). If the name and/or phone number of the responsible party for an organization changes over the course of a calendar year, the form should be updated to reflect these changes. This group's registration information thereafter becomes public information. It should be expected that the names and phone numbers of those individuals who are listed as contact persons for a particular organization would be given out to patrons who express an interest in that particular group or meeting.
- Groups wishing to use Library meeting room space on a regular (e.g., weekly, monthly) basis may request to do so on a **first-come, first-served basis**, up to one year in advance. Representatives of those groups that meet on a regular basis should understand that a regular day of the week and/or time may not be assured and should be willing to accept the limitations of room availability. Individuals requesting quiet space for the day, small groups of students needing a place to discuss school assignments, or other library users requesting the use of a meeting room on an ad hoc basis, may be allowed to use the Library's meeting room space as these rooms and schedules permit for a one-time situation without the necessity of having a signed reservation form on file.
- If a group has reserved the meeting room space and needs to cancel, their representative must contact the headquarters library. After failing to do this two times, the group will lose their privileges to use the meeting room space in the future. Failure to pick up a key two times will result in immediate loss of reservation privileges and will cancel all future meeting reservations for the group.
- Groups who fail to contact the library 24 hours prior to the reserved meeting date or cancel the day of the reserved meeting date will still be charged the \$20 fee. If the group has not paid for the reservation in advance, they will be billed for the \$20 fee.

EXPECTED CONDUCT:

- The adult leader or contact person, as listed on the registration form, will be held responsible for the conduct of the group. Meetings held during regular library open hours must be conducted in low tones, being mindful and respectful of others using the Library at the same time. The leader will be assessed if damages to the building or library property occur during a meeting of the group they have agreed to represent and should expect that continued use of that space by that group will be denied. No activities that could be construed as dangerous or hazardous will be permitted.
- Groups consisting of children (persons under the age of 21) must have adult supervision (i.e., someone 21 years or older) at all times when that group is actually using the public library meeting room space.
- The room must be left in exactly the same condition as when entered (e.g., tables and/or chairs stacked or arranged as before the meeting began) and the room must be left clean (i.e., any and all garbage carried outside the building and placed in the appropriate container or dumpster). Nothing is to be affixed to the walls of the room. Reasonable fees will be charged if clean-up or repairs to the room are required as a result of the meeting.
- The Library does not offer porter service or group storage space. The Library assumes no responsibility for private property used or left behind in meeting room spaces. Materials found to have been left in meeting room spaces may be discarded after reasonable efforts made to return the property prove unsuccessful.
- No furniture or equipment may be moved into or out of any meeting room space unless and until the library system headquarters grants permission.
- Smoking is not permitted in any part of the Library, including public restrooms.
- Publicity for meetings to be held in public library branches should clearly identify the name of the sponsoring group, along with the date, time and the name and phone number of the person from whom an interested person may obtain more information.

All such publicity must include the following statement, "Use of library facilities does not indicate endorsement of any group by the Library." Library staff members will give out any information on meetings to be held in their branch that has been made available to them, but cannot be held responsible for knowing the details of random newspaper announcements and the like. Notify the Library immediately if your group is forced to cancel or change a meeting time.

- Permission to publicize meetings on-site (e.g., the posting of flyers, signs or posters within the Library or outside on Library property) must be obtained from the library system headquarters.

GUIDELINES FOR OBTAINING AND RETURNING KEY:

- The key and key bag to the meeting facility must be picked up at the main headquarters library the day of the meeting between 8:30 AM and 5:30 PM. The key must be picked up on Saturday between 8:30 AM and 12:00 PM (Noon) for meetings on Saturday afternoon or Sunday. Unless paid in advance, the fee is to be paid at the time the key and key bag are picked up.
- The key and key bag are to be returned to the main headquarters library on West Washington by 9:00 AM the following day if the meeting concludes after 5:30 PM, Monday – Friday. For day meetings, the key is to be returned immediately after the end of a meeting. For any event concluding after 12:00 PM (Noon) on Saturday or held on Sunday, the key is to be returned to the main headquarters library by 9:00 AM on Monday.
- Do NOT put the key or key bag in the book return at either library or leave/return the key or key bag at the Jodie Wilson Branch Library.
- No refunds will be made for meeting cancellations if the library is not notified 24 hours prior to the reserved meeting date. Groups who fail to contact the library 24 hours prior to the reserved meeting date or cancel the day of the reserved meeting date will still be charged the \$20 fee. If the group has not paid for the reservation in advance, they will be billed for the \$20 fee.

FEES:

- **\$20 for a 4-hour meeting time slot (to cover janitorial and utility expenses)**
- **\$10 late fee for returning key past the due date and time**
- **\$20 fee if the key or key bag is lost**
- **A fee of up to \$75 may be charged if additional cleaning is required after meeting**

**GREENWOOD-LEFLORE PUBLIC LIBRARY SYSTEM
APPLICATION FOR RESERVING MEETING ROOM SPACE
OCTOBER 1, 2016 – SEPTEMBER 30, 2017**

MEETING ROOM FEES:

- \$20 for a 4-hour meeting time slot (to cover janitorial and utility expenses)
- \$10 late fee for returning key past the due date and time
- \$20 fee if the key or key bag is lost
- A fee of up to \$75 may be charged if additional cleaning is required after meeting

REMEMBER: NO FOOD, DRINKS, OR TOBACCO USE (INCLUDING SMOKING) IS ALLOWED INSIDE OF LIBRARY PROPERTY, INCLUDING THE RESTROOMS.

REMEMBER: WHEN LEAVING THE BUILDING AFTER A MEETING, BE SURE ALL LIGHTS ARE TURNED OFF AND THE OUTSIDE DOOR IS LOCKED.

REMEMBER: THE MEETING ROOM FACILITY MUST BE LEFT CLEAN AND IN AN ORDERLY CONDITION.

NAME OF ORGANIZATION: _____

PURPOSE OF ORGANIZATION/MEETING (DETAILED DESCRIPTION): _____

FACILITY TO BE USED: _____ GREENWOOD-LEFLORE PUBLIC LIBRARY
405 WEST WASHINGTON STREET

_____ JODIE WILSON BRANCH LIBRARY
209 EAST MARTIN LUTHER KING DRIVE

DATE(S) REQUESTED: _____

TIME REQUESTED: FROM _____ AM / PM TO _____ AM / PM

RESERVATION TIME CANNOT EXCEED 4 HOURS. IF MEETINGS WILL BE HELD OVER SEVERAL WEEKS OR MONTHS, USE THE BACK OF THIS SHEET OR A SEPARATE SHEET TO GIVE ALL DATES REQUESTED. PLEASE BE SURE DATES ARE CORRECT.

ESTIMATED ATTENDANCE: _____

PERSON IN CHARGE: _____

THE FOLLOWING PAGE MUST BE FILLED OUT AT THE GREENWOOD-LEFLORE PUBLIC LIBRARY SO THAT A LIBRARY STAFF MEMBER MAY SIGN AS A WITNESS TO THE AUTHORIZED REPRESENTATIVES' SIGNATURES. THE AUTHORIZED REPRESENTATIVES MAY FILL OUT THE FORM AND SIGN IT AT DIFFERENT TIMES, BUT BOTH MUST SIGN THE FORM IN THE PRESENCE OF AN AUTHORIZED LIBRARY STAFF MEMBER DURING REGULAR BUSINESS HOURS.

TWO REPRESENTATIVES FROM THE ORGANIZATION WISHING TO USE THE MEETING ROOM FACILITY MUST FILL OUT THE FOLLOWING INFORMATION AT THE HEADQUARTERS LIBRARY:

NAME _____

ADDRESS _____

CITY / STATE / ZIP CODE _____

LOCAL DAY-TIME PHONE NUMBER _ (_____) _____

LOCAL NIGHT-TIME PHONE NUMBER _ (_____) _____

I CERTIFY THAT I AM AN AUTHORIZED REPRESENTATIVE OF THE ORGANIZATION RESERVING THE MEETING ROOM FACILITY, AND I HAVE READ AND UNDERSTAND THE RULES, REQUIREMENTS, AND GUIDELINES FOR USING THE MEETING ROOM FACILITY. I FURTHER AGREE TO FOLLOW ALL OF THE RULES, REQUIREMENTS, AND GUIDELINES FOR USING THE MEETING ROOM FACILITY AND WILL ENSURE THAT OTHER MEMBERS OF THE ORGANIZATION OR ATTENDEES OF THE MEETING WILL FOLLOW THESE AS WELL. I UNDERSTAND THAT MY ORGANIZATION'S WILL ONLY HAVE ACCESS TO THE MEETING ROOM FACILITY FOR THE DATE AND TIME RESERVED, AND I UNDERSTAND THAT BEING IN THE BUILDING AT ANY OTHER TIME WOULD BE TRESPASSING. I AM RESPONSIBLE FOR PICKING UP THE KEY AND RETURNING IT WITHIN THE TIME FRAME OUTLINED IN THE **MEETING ROOM POLICY**.

SIGNATURE _____ DATE _____

WITNESS _____ DATE _____

NAME _____

ADDRESS _____

CITY / STATE / ZIP CODE _____

LOCAL DAY-TIME PHONE NUMBER _ (_____) _____

LOCAL NIGHT-TIME PHONE NUMBER _ (_____) _____

I CERTIFY THAT I AM AN AUTHORIZED REPRESENTATIVE OF THE ORGANIZATION RESERVING THE MEETING ROOM FACILITY, AND I HAVE READ AND UNDERSTAND THE RULES, REQUIREMENTS, AND GUIDELINES FOR USING THE MEETING ROOM FACILITY. I FURTHER AGREE TO FOLLOW ALL OF THE RULES, REQUIREMENTS, AND GUIDELINES FOR USING THE MEETING ROOM FACILITY AND WILL ENSURE THAT OTHER MEMBERS OF THE ORGANIZATION OR ATTENDEES OF THE MEETING WILL FOLLOW THESE AS WELL. I UNDERSTAND THAT MY ORGANIZATION'S WILL ONLY HAVE ACCESS TO THE MEETING ROOM FACILITY FOR THE DATE AND TIME RESERVED, AND I UNDERSTAND THAT BEING IN THE BUILDING AT ANY OTHER TIME WOULD BE TRESPASSING. I AM RESPONSIBLE FOR PICKING UP THE KEY AND RETURNING IT WITHIN THE TIME FRAME OUTLINED IN THE **MEETING ROOM POLICY**.

SIGNATURE _____ DATE _____

WITNESS _____ DATE _____