

Assumption Parish Library Meeting Room Policy

Purpose

The primary purpose of library meeting rooms is to provide a space for the public to take part in activities, programs and services that reflect the mission of Assumption Parish Library, outside of regular library spaces. In order to provide a meeting space for members of cultural, educational, charitable, historical, fraternal and civic organizations, the Assumption Parish Library allows access to and usage of its meeting rooms located at the Napoleonville, Pierre Part, and Belle Rose branches.

Scope

All Assumption Parish Library branches that have meeting rooms.

Policy

Meeting rooms are available on a first come, first served basis, only if Assumption Parish Library or Friends of the Library programs are not booked. All meeting rooms are first dedicated for Assumption Parish Library sponsored programming and Friends of the Library activities, and scheduled meetings from other groups may be asked to reschedule or cancel if space is needed.

Non-profit organizations may use the meeting rooms for cultural, educational, charitable, historical, fraternal, or civic-minded events or programs. Businesses may only use the meeting space for employee education or training purposes. The meeting rooms shall not be used for commercial purposes or gain, private parties, political meetings, or any event that provides a group financial gain. Seminars for commercial or financial gain are prohibited. Sale, advertising, or promotion of products or services is prohibited. Recruitment by businesses or other for-profit groups is prohibited.

There is no fee for use of the meeting rooms by businesses or organizations.

Admission to all programs and events in the meeting spaces must be free and open to the public.

Meeting room usage is organized and arranged by branch managers, and approved by branch managers. Groups that use the meeting rooms must fill out an application that will be reviewed and approved by branch managers. Non-profit organizations must provide proof of non-profit status. This can be done with the organizations tax exempt form or a copy of its bylaws or constitution. The Library Director may have final approval of meeting room usage by an organization or business.

Representatives of businesses or organizations requesting use of the meeting space must have an authorized contact person who is a member of an organization or business, as well as have an Assumption Parish Library card. Adults 18 years or older may book a meeting room. If children or teens are involved in the meeting, the rules for minors in the library must be adhered to.

Any library staff member and/or the Library Director have the right to enter into any event or program in any library's meeting room. Any library staff member and/or the Library Director have the right to terminate any business or organization's use of the meeting room if the meeting is disruptive, disorderly, or does not follow the library's mission, or the regulations set forth in this policy.

Light refreshments may be served during meeting room usage. However, the Assumption Parish Library has a strict no food or drink policy for its branches, and these refreshments may not be taken part in outside of the meeting room space. Use of branch kitchen areas is allowed, but all spaces that are used must be cleaned and sanitized after use. Alcoholic beverages, smoking, or the use of any controlled substance is prohibited on all library property.

Organizations and business using the meeting rooms are responsible for the set up and arrangement of furniture for their meetings. The library staff will not arrange furniture or tables and chairs for a group using the meeting rooms. Accommodations with time should be used so that groups may set up the meeting rooms.

No material may be attached to the walls or door of the meeting rooms under any circumstances. No tape is allowed to be used on any library furniture or walls/doors. If a group is in need of a display for information during their use, that group must provide it.

Library branches can provide use of electronic devices such as lap tops, projectors, and TVs for presentation and training purposes. This should be indicated on the meeting room application so that library personnel can arrange for these services.

Fire code regulations must be followed at all times. No open flames, candles, or flammables, combustibles, or hazardous materials are allowed in the library. Additionally, occupancy regulations for each meeting room must be adhered to.

All meetings must be held within regular library operating hours. No exceptions will be made to this regulation. Meetings must end 20 minutes before scheduled closing time of the library where the meeting is taking place.

Any marketing materials used for programs or events taking place in the meeting room may not indicate that the Assumption Parish Library is a cosponsor or representative party of the group or group's usage, unless expressly approved by the Library Director. The library branch's phone number where a group's meeting is taking place may not be used as a contact. Additionally, permitted use of the Assumption Parish Library meeting room spaces does not constitute an endorsement of the program or event taking place, nor of the organization or business using the meeting space. Meetings will not be approved or unapproved on the basis of race, creed, or national origin.

Failure to follow Assumption Parish Library Meeting Room Policies may result in the forfeit/revoking of future meeting room privileges.