



## MEETING ROOM POLICY

The Oswego Public Library District has a meeting room with seating for 60 (Occupancy 185) at our Montgomery Campus, and seating for 40 (Occupancy 79) at our Oswego Campus. The primary purpose of this meeting room is in support of library functions, meetings, and programs. The meeting room may, on occasion, be made available for use by members of the public, provided, all uses are consistent with the Library's mission to provide quality library service which will effectively meet the informational, educational, and recreational needs of the Library District's residents.

The Library will not discriminate in making the meeting room available for use on the basis of viewpoints expressed by users or the race, national origin, sex, sexual orientation, political affiliations or physical limitations of its users.

By allowing use of its meeting rooms, the Library does not endorse the activities of viewpoints of meeting room users. Groups using the Library's meeting room must:

- a. Not state or imply that the group's activities are sponsored by the library.
- b. Not use the Library as a mailing address or list the Library's name, address, phone number, or web address as its headquarters.
- c. Not publicize their meeting with posters, leaflets, or other publicity in the Library building without prior approval. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the meeting room.
- d. Include the following Disclaimer in all publications and advertisements"  
"Use of Library meeting space does not constitute endorsement or approval of the organization, this program, or its content by the Oswego Public Library District."

The Meeting Room may not be used for activities that might disturb regular library functions and the Library reserves the right to stop meetings that are disruptive to normal Library operations.

**For and in consideration of the use of the meeting rooms and Library facilities, any person or group using them agrees to indemnify and hold harmless the Oswego Public Library District from any and all actions or suits relating to its use of such room and facilities.**

Priority for reserving the meeting room is given in the following order:

1. Meetings of the Oswego Public Library District Board of Trustees
2. Library sponsored and related meetings and programs
3. Friends of the Oswego Library District
4. 19<sup>th</sup> Century Woman's Club
5. Official agencies and board of governments serving the residents of the Library District
6. Local community service groups and non-profit groups serving residents of the Library District

**Library needs may preempt any other scheduled event.**

Organizations not affiliated with the Oswego Public Library District may use the meeting room only when all of the following conditions are met:

1. Users of the meeting room agree to abide by Library policies and regulations established by the Board of Trustee and Library Staff.
2. Organization is a non-profit group or governmental agency.
3. The reservation for the meeting room is made by a resident of the Oswego Public Library District (18 years or older) who has a valid Oswego Public Library District card. The resident who reserves the room must attend the meeting.
4. The meeting takes place during regular library hours, and meeting room is returned to original set up one hour prior to closing.

5. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
6. The meeting is open to the public and free of charge.
7. Room reservations may not be made more than 90 days prior to the event.
8. Reservations may not be made more than once every 90 days for each group with the exception of local non-profit civic organizations or governmental agencies who may reserve the room once per calendar month.
9. Reservations are approved at the discretion of the Library Director or the Library Board.
10. The organization will assume all responsibility for set up and clean up.
11. AV equipment will be available at the discretion of the library staff.
12. The Library's Unattended Children Policy also applies to people who use the meeting room. A group must make provisions for childcare if the children will not be part of the program and all children seven (7) years of age and under must be supervised by a responsible caregiver at all times. Library staff is not responsible for watching unattended children.

## **FEES**

No fee for applicable library card holders Monday-Friday, 9 a.m. – 5 p.m. Room rental fee is \$50 after 5 p.m. weekdays, Saturday, and Sunday for non-profit groups that are not local civic organizations or governmental agencies. Rental fee must be paid in cash or credit card prior to the event. Library card holder reserving the room must give a 48 hour cancellation notice, otherwise room rental charge of \$50.00 will be placed their library account.

Late fees will be assessed at \$25.00 per every 15 minutes. Room is considered vacant after all participants have left and room is returned to condition it was found (i.e. tables/chairs put away/waste removed). Library card holder who reserved the room should notify staff that room is vacant and can be checked. Additional fees may be assessed for any damages to the meeting room. Equipment will be left in the same state as found. Additional costs will be added if staff assistance is needed to run the equipment to reimburse the library for expenses.

Infringement of any Meeting Room regulations or Library rules shall be grounds for denial of any future use of the Meeting Room.

## Restrictions

1. The organization conducting the meeting is a non-profit group or governmental agency.
2. The meeting takes place during regular library hours. The meeting room must be empty and put back to original order one hour prior to closing.
3. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner. It is the responsibility of the organization to have someone in the lobby area directing participants to the meeting room.
4. The meeting is open to the public.
5. No fee is charged for attendance.
6. The organization using the meeting room is responsible for compliance with federal and local law, including but not limited to ADA
7. The reservation for the meeting room is made by a resident of the Oswego Public Library District who has a valid Oswego Public Library District library card, and said resident must attend the meeting.
8. No items may be attached to the walls, furniture, doors, or ceiling.
9. No alcoholic beverages are allowed
10. Room reservations may not be made more than 90 days prior to the event.
11. Reservations may not be made more than once every 90 days for each group with the exception of local non-profit civic organizations or governmental agencies who may reserve the room once per calendar month.
12. Reservations are approved at the discretion of the Library Director or the Library Board of Trustees
13. The organization will assume all responsibility for set up and clean up.
14. All users shall be responsible for the repair and or replacement of equipment or property damage beyond normal wear.
15. Meeting room users are required to comply with all policies and rules promulgated by the Board of Trustees and Library Staff.
16. Users must provide all their own meeting supplies.
17. No tacks, pins, or transparent tape are allowed on the painted walls or wood.
18. Meeting room reservations are not transferable from one group to another.
19. Oswego Fire Protection District occupancy limits will be observed at all times.

20. Light refreshments may be served in the meeting room. Pre-prepared food and coffee/tea is allowed, however, all waste must be disposed of by the group holding the meeting. No open flames or candles are permitted.
21. Groups including children must have adequate chaperones who remain in the room during the program at all times.

### **Prohibited Uses**

As stated above, the Library's meeting rooms are not available for uses, events, or activities which are contrary to the Library's mission. Examples of uses and/or activities that the meeting room may not be used for include but are not limited to:

- a. Social or private parties, such as birthday and graduation parties, and bridal and baby showers.
- b. Meetings featuring music, crafts, or other activities which, by their nature, may be disruptive to the Library routine unless approved by the Library.
- c. Recitals or large performance of theatrical nature
- d. Fundraising activities, except for those that result in a direct benefit to the library and have received prior approval of the Library Director.
- e. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, questions, or referendum.
- f. Legal conference or proceedings
- g. Depositions
- h. Reality closings
- i. Paid tutoring
- j. Any use through which a salary or fee is earned or business is solicited
- k. Individual use
- l. Gambling activities
- m. Condominium/homeowners associations.