

POLICY FOR USE OF THE CAMPBELL MEETING ROOM

FRIENCH SIMPSON MEMORIAL LIBRARY

The Friench Simpson Memorial Library (hereafter referred to as “Library”) welcomes the use of the Campbell Meeting Room (hereafter referred to as “Meeting Room”) by non-profit organizations and groups (hereafter referred to as “groups”) when the room is not needed for Library activities and if the use will not disrupt Library programs or disturb Library patrons. Permission to use the room does not imply that the Library endorses the goals, policies, or activities of any group.

Eligibility

1. Departments of the City of Hallettsville and/or public, private, and non-profit civic, cultural, educational, and charitable groups may use the room. Groups affiliated with the City of Hallettsville will have priority as to use of the room.
2. The meeting room may not be used for social events, parties, memorial services, fundraisers (except those held for the benefit of the Library), political events, religious services, or for-profit businesses (except for training purposes).

Rules and Restrictions

1. The Director of the Library (hereafter referred to as “Director”) has authority over the use of the Meeting Room. Requests for its use must be made to the Director. No applicant is guaranteed use of the facility or a specific time of use. The Library reserves the right to revoke previously granted permission if a group has violated this Campbell Meeting Room Policy (hereafter referred to as “Policy”) or has misrepresented information in its application to use the Meeting Room.
2. Publicity notices for events held in the Meeting Room must include the following disclaimer: “The Friench Simpson Memorial Library does not advocate or endorse the viewpoints of persons or groups using the Campbell Meeting Room.”
3. The Meeting Room may not be used for illegal activities. Librarians may attend any meeting held in its facility except lawful executive sessions of government bodies. Discovery of any illegal activity on Library premises will result in immediate eviction of the group violating this Policy and denial of future use of the Meeting Room to that group.

4. A Library staff member must be present in the Library during any meetings held in the Library. The Meeting Room may be used during regular Library hours. Depending on availability of staff, the Director may approve meetings after hours.
5. No admission fees may be charged or products or services sold by any group not affiliated with the Library. Exceptions include:
 - a. Groups may collect dues or money for refreshments from members. Groups may receive voluntary donations during their meetings, but they may not solicit them.
 - b. The Meeting Room may be used for fundraising by Friends of the Library or other groups in support of the Library.
 - c. Authors making presentations sponsored by the Library may offer pre-approved items for sale. The authors or their representatives must collect payment for such sales. In no case may Library staff collect payments, and no items for sale may remain in the Library after the presentation is completed. Each author reviewing a book or holding a book signing is asked to donate a copy of that book to the Library.
6. The Library may impose reasonable conditions for the use of the Meeting Room to ensure that public or private property is not damaged through that use and to ensure the safety, welfare, and comfort of the public. Use of the Meeting Room may not impede in any way the daily business of the Library staff and patrons. The Library may collect reasonable reimbursement for any cost or damage incurred from use of the Meeting Room.
7. Groups may serve light refreshments and non-alcoholic beverages. They may check with staff for use of the limited kitchen adjacent to the Meeting Room and the Library's coffee pot.
8. Library facilities must be restored to order and left in the same condition in which they were found, including placement of tables and chairs. The kitchen and Meeting Room must be cleaned and all trash placed in appropriate receptacles.
9. No alcoholic beverages or smoking are permitted on Library premises. No exceptions.
10. Groups may not attach anything to the walls of the Meeting Room.
11. Groups may use the pull-down screen in the Meeting Room. The Library does not provide any audio-visual or other special equipment for use by non-Library personnel.
12. Wireless Internet is available in the Meeting Room, as in the rest of the Library, at all times.

13. Failure to adhere to any of the above conditions may result in denial of future use of any Library facility.

Application for Use of the Meeting Room

1. Groups must make written application at least two weeks in advance of desired use. An adult (18 years or older) must complete the request to reserve the room. If there is any question about the group's eligibility to use the room, the Librarian may ask to examine the group's by-laws. All applications are public documents and shall be available for inspection upon request at the Library.
2. Groups must notify the Librarian immediately of cancellations or any changes in the group's contact information.
3. Groups must request reservations for a specific time, including set up and take down for their meetings.
4. The Librarian may grant permission to a group for multiple meetings for a period not to exceed three consecutive months. Groups may submit renewal applications at any time during current usage. Prior use of the Meeting Room does not automatically assure applicants of future use. This restriction does not apply to Library functions or functions of other City departments.
5. The Librarian reserves the right to revoke or modify permission to use the Meeting Room or to modify conditions on the use of the room in order to adapt to operational needs of the Library or priority needs of Library patrons. Applications may be denied on the basis of availability of space or frequency of use. Requests shall be honored on a first-come, first-serve basis. The Librarian may deny permission for activities that conflict with the primary purpose of the Library or that conflict with regulations in the Meeting Room Policy.
6. Applicants for use of the Meeting Room or any person adversely affected by the decision of the Director regarding an application may appeal in writing any decision to deny, approve or modify an application for use of the Meeting Room. If needed, the Director may consult the Library's Advisory Board in regard to appeals. After considering the appeal, the Director's decision shall be final.
7. The Director of the Library, with the advisement of the Library's Advisory Board, may authorize additional rules consistent with this Policy.

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE RULES AND REQUIREMENTS FOR THE USE OF THE CAMPBELL MEETING ROOM IN THE FRIENCH SIMPSON MEMORIAL LIBRARY.

Name

Phone Number

Date

APPROVAL OF CAMPBELL MEETING ROOM POLICY

Chairman of the Advisory Board, Friench Simpson Memorial Library

Date

Mayor, City of Hallettsville

Date