

# IBERVILLE PARISH LIBRARY

## MEETING ROOM POLICY

1. Library-sponsored programs will be given first priority for booking the Meeting Room.
2. Meeting Rooms may be booked up to three months in advance by cultural, educational, charitable, historical, fraternal or civic groups.
3. Meeting Rooms cannot be used for commercial purposes, social affairs, private parties, political meetings or religious activities.
4. Groups are not allowed to charge admission fees to their meetings. However, a fee to pay costs of an instructor, made payable directly to that person, for educational programs is permissible.
5. Use of the Meeting Rooms by any group or organization cannot be construed as an endorsement or sponsorship of the group or organization by the library.
6. Alcoholic beverages or smoking will NOT be permitted in the Meeting Room, nor in the library proper.
7. Individuals are responsible for their own refreshments. The library kitchen may be used for the serving of refreshments, but not for the actual preparation of foods. Please designate someone from your group to set up your equipment, e.g, coffee makers, etc., and clean up after the meeting.
8. Groups using the Meeting Rooms may use projection and P.A. equipment owned by the library, provided a qualified person operates it. Equipment must be booked in advance.
9. Meeting Rooms may be booked by adults only. If teenagers or children are to be present, an adult must be responsible and present during the entire meeting.
10. **The person(s) applying for the Meeting Room must assume responsibility for setting up the room, e.g. chairs, tables. A/V equipment and then putting these away.**
11. The person(s) applying for use of the Meeting Room must assume responsibility for leaving it in good order. If a group or club causes damage to the Meeting Room, library equipment, the library building or property, the club and applicant will be responsible for payment of repairs.
12. Groups or clubs that fail to abide by the rules of the library, or cause damage to the facility, will be denied further use of the Meeting Room.
13. Copies of this policy will be given to each applicant that requests the use of the Meeting Room.

### **NOTE: FIRE CODE FOR LIBRARY MEETING ROOM AT HEADQUARTERS**

The Main Library room capacity is 102 persons. This allows 15 square feet for each person. The Meeting Room is 1535 square feet of floor space. There must be  $1\frac{1}{2}$  feet left between rows of chairs or between chairs and tables. The corridors leading to the exits must be a minimum of 3 feet in width. Please ask the branch librarians for details of numbers at individual branches when booking.