

## **ORANGE COUNTY LIBRARY SYSTEM MEETING ROOM POLICY**

### **I. Purpose**

The Orange County Library System (the "Library") is an information center for the community. The Library provides educational, informational and cultural programs for the enjoyment of the community. Library Meeting Rooms are primarily used for Library programs or Library-sponsored programs in conjunction with the Friends of the Library (the "Friends") or community partners, or other library purposes. The provision of such Rooms is not the primary mission of the Library and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. No use of Meeting Rooms will be allowed that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library patrons, staff, facilities and/or collection.

### **II. Who May Use**

The Orange County Library System offers Meeting Rooms for the use of groups and citizens, regardless of their affiliation or beliefs. The Rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. The Library shall not discriminate in providing space on the basis of race, religion, age, gender, national origin, or disability. Granting permission to use the facilities in no way constitutes an endorsement by the Library of any group's activities or beliefs.

### **III. Requirements for Room Reservations**

**(A)** The Library and the Friends have priority use of the Meeting Rooms in all Orange County Library System Libraries. Upon notice and for adequate reasons, without limitation, the Library may revoke permission to use a Meeting Room if it is needed for use by the Library or the Friends. The Library will endeavor to avoid cancellations, and when they occur, try to offer alternative meeting space. Advance notice will be given should a cancellation become necessary and the Meeting Room fee will be refunded. Please note that this is the only circumstance for which a refund will be provided.

**(B)** Groups may schedule meetings in the Meeting Rooms when they are not being used for Library or Friends of the Library events. The contact person who books the Meeting Room for the group must be an OCLS Resident Library Card Holder in good standing (defined as a zero balance), and must be present when the meeting is held, take full responsibility for scheduling the meeting, ensuring that all attendees follow the Meeting Room Policy and the Library Rules of Conduct during the meeting, and taking care of the Meeting Room. Room assignments are made at the discretion of the Library, based on need and availability.

**(C)** The Meeting Rooms are not intended to serve as a permanent public meeting location for any group. Meetings may be booked up to 3 months in advance. The Library's address cannot be used as an address for any group using its Meeting Rooms. The Library's telephone number cannot be used as the contact number or for registration for the group and its meeting.

**(D)** No entrance or admission fee may be charged for meetings held at OCLS. Solicitations of donations or requests for contributions are not permitted.

**(E)** All groups using a Meeting Room must complete, submit, and, at the request of the Library staff, update a Meeting Room Application. The Application shall incorporate by reference this Meeting Room Policy and the Library Rules of Conduct, and shall recite that the applicant group has received a copy of this Policy and the Library Rules of Conduct and agrees to abide by the terms and conditions of both.

**(F)** Reservations may be made online (preferred method) or by phone or in person through the office of the Library Community Relations Department for meetings at the Orlando Public Library, or through staff at the Branch at which the meeting is being held. No group may reserve or use any Meeting Room unless the group complies in all respects with the provisions of this Policy and submits, in fully executed form, the Application called for in this Policy.

**(G)** It is recommended that applications should be submitted at least seven days prior to the meeting date in order to allow sufficient time to process the application.

**(H)** Any false, misleading or incomplete statement on the Application shall be grounds to deny or revoke permission to use the Meeting Rooms.

**(I)** The Library Director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this Policy or the Library Rules of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the Application, the history of the group's Meeting Room use in the Library, and such other information as he or she may deem appropriate.

**(J)** The Library Director, or designee, has the authority to determine, in his or her reasonable discretion, whether any proposed use of a Meeting Room will require a police detail or other extraordinary police protection, and if so the anticipated cost thereof. In making this determination, the Library Director, or designee, may take into consideration the contents of the Application, the history of the group's Meeting Room use in the Library, and such other information as he or she may deem appropriate, and may consult with appropriate local law enforcement. If the Library Director, or designee, determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a Meeting Room shall be required, as a condition of such reservation, to pay to the Library by such date in advance of the meeting as the Library Director, or designee, reasonably sets, the anticipated cost of such police protection, and such sum shall be applied thereto, with any surplus being returned to the group after the meeting.

**(K)** A Meeting Room is not considered reserved until the Application is received, paid for, approved, and confirmed by the Library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

**(L)** Only adult cardholders are eligible to book Meeting Rooms and Group Study Rooms.

#### **IV. Fees and Admission Charges**

Please see the Fee Schedule for Meeting and Group Study Room Charges.

All fees must be paid when submitting the Meeting Room Reservation Application and Agreement form, and are **nonrefundable**. A reservation without paid fee is incomplete and will not be honored. The preferred form of payment is via credit card when booking online. Acceptable forms of payment are cash, money order, credit card or certified bank check. When booking a room online, the requestor should print out a paid receipt and bring it to present at the time of the meeting. If booking in person, the requestor will be provided a receipt with payment. A paid receipt will be required for entrance to the meeting room.

If a group wishes to bring in food/beverages or make catering arrangements for their meeting in Library Meeting Rooms, an administrative fee will apply. The catering option is not offered for Group Study Rooms. Library approval is required to bring in food/beverages. Groups using the Meeting Rooms may not charge admission. Meetings that run beyond their scheduled time will be permitted to continue only with the permission of the Director or designee. The applicable fee will be assessed for each additional two hours or fraction thereof. Refunds will not be issued for meetings that end before the scheduled time.

#### **V. Use of Facilities**

(A) If a meeting or event in progress disturbs regular library operations, the Library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, will immediately discontinue the disturbance or vacate the premises.

(B) Library staff will not provide assistance in setting up Meeting Rooms.

(C) Materials may not be affixed to the walls, ceilings, doors or windows. Limited decorating, such as with floral centerpieces or name tents, is permitted, but certain types of decorations are prohibited. Restrictions include, but are not limited to:

- Confetti or other items which make cleaning and vacuuming difficult.
- Decorations with metallic glitter
- Burning candles, incense, pyrotechnics, or any type of open flame.

(D) Chairs and tables are available, but the group is required to set them up and return them to their original positions when the meeting is over.

(E) Clean up of the room, including throwing away napkins or other paper items and the wiping down of tables is the responsibility of the persons using the Meeting Room.

(F) Everyone using the Meeting Room must follow the Library Rules of Conduct, which include no smoking, no alcohol and no activities that interfere with Library use or safety.

(G) In consideration of the use of the Meeting Room and library facilities, any person or group using a Meeting Room hereby agrees to indemnify and hold harmless the Library from any and all actions and suits related to its use of such Meeting Rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for repair or any special cleaning that may be required and all damage that may be caused directly or indirectly to the Meeting Room and/or facilities by such use. Such costs will be charged to the contact person's Library Card account. If any person or group refuses to pay

for the damage, the matter will be referred to the Library's attorney for legal action and the group will lose further Meeting Room booking privileges.

**(H)** With the exception of equipment available in the Albertson Room, the Library will not provide electronic or other meeting support materials such as markers, paper, etc. Meeting organizers are permitted to bring their own equipment, but Library staff will not support its operation.

#### **VI. Publicity**

In allowing a group to use a Meeting Room, the Library does not imply any endorsement of the group's beliefs, policies, practices, or program. No group shall state or suggest in any of its publicity, that the Library sponsors or endorses the meeting, the group, or any particular set of ideas.

**Revised and Approved by the Board of Trustees April 14, 2011.**