



Allen Parish Libraries

"Bringing the World to You"

Meeting Room Policy

Purpose

Allen Parish Library-sponsored programs shall have priority in the use of meeting rooms. Suppose the library is not using the space. In that case, it may be booked by organizations in the following classifications: cultural, educational, historical, altruistic, religious, government bodies, fraternal, professional, horticultural, hobby, or similar nature, subject to the approval of the Allen Parish Libraries Board of Control.

The Allen Parish Libraries is not responsible for the opinions and beliefs of organizations using the meeting room. Allowing a group or club to use the space in no way entails sponsorship of the organization or meeting.

General Rules:

- Library events may pre-empt any other scheduled activities.
- Meeting attendees must not disrupt other library services or block entrances/exits of building or restroom facilities.
- The meeting room cannot be used for private parties or as a location for selling products. No admittance fee may be charged by any group using the rooms.
- The meeting room cannot be used for religious or political events.
- Meeting rooms may be booked by adults only. If teenagers or children are to be present, an adult must be responsible, in charge of, and present during the entire meeting.
- Meetings held must not be allowed or disallowed solely based on race, creed, or national origin, provided the meeting falls in the approved type of organization category.

- Organizations using the room must not give the impression in their publicity that the library is sponsoring the meeting.
- Groups or clubs that abuse the room may be denied the right to book the room on the recommendation of the Director to the Library Board.
- If a group or club damages the room or causes damage to the library building, the person who signs for the use of the room will be responsible for payment of repairs.
- The library assumes no responsibility for losses or damages from meeting room use by the applicant, its guests, members, or participants.

Reservations

- Reservations must be made directly through Allen Parish Library staff.
- Reservations are made on a first-come, first-serve basis. However, library programs have priority in scheduling the use of the meeting facilities.
- The library reserves the right to cancel a room reservation to use the room for library purposes. If the library cancels a reservation, the applicant will be notified two weeks before the meeting if possible.
- Reservations may be made up to a month in advance. To prohibit any one group from dominating the use of the meeting room.
- Groups requesting a meeting facility must designate a member to represent them. This member (21 years or older) monitors the event and accepts responsibility for the group and its use of the rooms.
- The responsible party must submit a reservation request as soon as possible. Requests may take two (2) business days to process.
- Groups must notify the library of cancellation 24 hours before the meeting. After 15 minutes, a group may forfeit its reservation if it fails to appear as scheduled. Groups that do not meet this requirement may be denied future reservations.
- All group members must leave the room by the time specified on the meeting reservations.

Capacities

The capacity of the meeting room in Oakdale is 50. The capacity of the meeting room in Oberlin is 49. Groups that expect to have a larger audience than the intended capacity of the room should not book it. If the rooms are overcrowded for a meeting, the Director is authorized not to allow the use of the room to that group again.

Technology, Equipment, and Supplies

Users are responsible for setting up their equipment.

The library will provide the following:

- Trash bin(s)with liner
- Tables and chairs
- Podium
- Easel
- Select other equipment that may be available upon request.

Any damage to Library equipment is the responsibility of the applicant.

The library cannot provide refreshments, cleaning supplies, or catering services.

The library provides wireless access. Patrons share these resources throughout the building. The library offers a high-speed line and multiple access points, but capacity issues may arise if many users access the system simultaneously. We cannot guarantee wireless compatibility or uninterrupted wireless service when groups use the meeting room.

Set-up and Clean-up

Applicants are welcome to rearrange meeting room furniture to suit their needs, with library staff approval and the following guidelines:

- Exits must be clear at all times.
- Aisles must be kept clear of clutter. At least one aisle measuring no less than 3 ft wide should be available for traffic to reach the exits.
- Nothing may be affixed to any walls.

The meeting room must be left in the same condition as found. Applicants are responsible for cleaning up any spills. Any damages must be reported promptly to the library staff. Replacement of any damaged items or furniture shall be the applicant's responsibility.

Refreshments

Alcoholic beverages or other drugs are not permitted. Light refreshments (coffee, soda, water, juice, cookies, fruit/sandwich trays, etc.) are allowed.

The use of ONE cooking device (instapot, air fryer, hot plate, etc.) is permitted.

Forbidden Items:

- Smoking
- Alcoholic Beverages
- Weapons
- Open Flame
- Burning Incense

- Lit Candles

Library-Sponsored Meetings

Meetings sponsored by the library, such as story hours, book reviews, film programs, open houses, etc., shall be available to all parish citizens. However, they can be advertised as appropriate to a particular age group. Further, it is understood that the above requirements must not restrict the library's operation.

Dissemination

Copies of this policy shall be given to each group that applies for the use of meeting rooms.

Adopted by the Board August 21, 2014
Revised by the Board May 2022