

Brookings Public Library Policy:	Title: Meeting Room Policy	
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Policy Source: Director of Library Services	Policy Audience: Brookings Public Library Staff and Patrons	Total Pages: 2

I. PURPOSE

To establish a written policy in regard to use of the various meeting spaces in the Brookings Public Library.

II. POLICY

The Brookings Public Library has two small study rooms, one small conference room and one large meeting room (Cooper Room) that can be divided into two smaller rooms. The Cooper Room space(s) are intended for use by groups and not for individual use. Individuals may reserve a study room for that purpose. The children's activity room (story time), the Historical Collection Room, and the Maker Lab are not available as public meeting areas, but may be used for Library or City business.

A \$25 charge per reservation will be payable online when completing the Meeting Room Contract for the Cooper Rooms or the Small Conference Room.

If not reserved for Library purposes, the meeting rooms are available for public gatherings of a civic, cultural, or educational character.

III. DEFINITIONS

- A. Meeting room (Cooper Room): A space to gather as a large group
- B. Study room: A small, quiet space to work individually or in a small group of two (2)
- C. Small conference room: a space for a small group up to six (6) people to gather or meet.
- D. Children's Activity Room (story time): Room reserved for children-focused Library events.
- E. Maker Lab: Room reserved for Maker Lab programming and equipment reservations. Not reservable by the public for meetings.
- F. Historical Collection Room: Houses the Library's Historical Collection. Not reservable by the public for meetings.

IV. ADMINISTRATION

A. Priority is given to programs sponsored by the Library when scheduling the use of the Library's meeting rooms. If not reserved for Library purposes, the meeting rooms are available for public gatherings of a civic, cultural, or educational character. The Library reserves the right to limit the use of the meeting rooms by any one group to best accommodate the many requests for this facility. All meetings must be open to the general public. Use of the meeting rooms must not include monetary solicitation, admission fees, or fundraising donations by any entity other than the Library, Library-sponsored presenters, or Friends of The Brookings Public Library. Recovery charges for food served are allowed.

~~B.B.~~ Parties, such as, but not limited to, graduation, birthday, baby or bridal showers, weddings, etc. are not allowed.

~~B.C.~~ A \$25 charge per reservation will be payable online when completing the Meeting Room Contract for the Cooper Rooms or the Small Conference Room.

~~C.D.~~ If the reservation is canceled before the meeting's start time, the \$25 charge will be refunded. Changes may be made to the date and time of the meeting without an additional charge.

~~D.E.~~ Request for reservation of the meeting rooms should be made online at <https://brookingslibrary.libcal.com/spaces?lid=9126> or by contacting the Library. Reservations must be completed at least three days before the meeting date. A meeting cannot be scheduled more than 90 days in advance.

~~E.F.~~ Meetings may be held **only** during regular hours of Library service and staffing. Groups or people conducting the meeting will have access to the facility only during the time period designated. **Public meetings MUST be concluded so that all participants may exit the meeting space no later than fifteen (15) minutes prior to closing time.** PLEASE ALLOW TIME NEEDED FOR SETUP, CLEANUP AND RELATED SUPPORT SERVICES when scheduling the rooms. **Any group or people whose gathering lasts past closing time will be charged a \$25 per hour fee for any part of an hour.**

~~F.G.~~ Seating arrangements are the responsibility of the organization using the meeting room. Chairs and tables must be returned to storage at the close of the meeting.

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- ~~G.H.~~ Clean-up of the meeting rooms is the responsibility of the organization using the space. Vacuums and extra garbage bags can be found in each Cooper Room closet. Cleaning spray and paper towels are also available to wipe down tables and chairs as needed. Groups will be charged an extra \$25 if extra cleaning is needed after the meeting.
- ~~H.I.~~ Alcohol, smoking, e-cigarettes, or candles are not permitted. Food and other beverages may be served.
- ~~I.J.~~ Group members are responsible for the **supervision of their children** while using the meeting rooms.
- ~~J.K.~~ The fact that a group is permitted to meet in the Library does not in any way constitute an endorsement of the group's policies or beliefs.
- ~~K.L.~~ The Library Board reserves the right to close access to the meeting rooms as necessary.
- ~~L.M.~~ The Library Board reserves the right to deny or revoke permission to use the meeting rooms. An organization may request from the Library Board a waiver or clarification of these policies at a regularly scheduled Board meeting.