

BRIGHAM CITY LIBRARY

MEETING ROOM POLICY

As an institution of education for democratic living, the library offers the use of its meeting rooms for socially useful and cultural activities and discussions of public questions.

Use of the library meeting rooms does not constitute endorsement by the library of points of view expressed by participants in the program. No advertisement or announcement implying such endorsement will be permitted.

A. GENERAL POLICY

1. Meeting rooms in the library may be reserved without charge for use by educational, civic, cultural, study groups, and governmental groups.
2. Commercial groups may reserve rooms under the fee set by Brigham City Corporation.
3. Rooms may be reserved by religious groups only if the following conditions are met:
 - a. No collections may be taken.
 - b. No religious services may be held.
4. No printed material or the like may be distributed on library property without the consent of the librarian.
 - a. No signatures may be collected in the library building or its vestibules.
5. Neither name or address of the library may be used as the official address or headquarters of an organization without permission of the library.
6. All meetings must be open to the public.
7. Children of people attending the meeting must be supervised at all times by an adult. Unsupervised children will be escorted to their parents in the meeting rooms and they will be required to stay in the room with their parent.
8. The library does not advocate or endorse the viewpoints expressed in meetings or by meeting room users.

B. RESERVATIONS

1. Reservations must be made by an adult.
 - a. Groups of high-school age and under must be sponsored and their meeting must be attended by an adult.
 - b. Reservations shall include the name of the organization, time desired, number of persons expected, and the name and telephone number of person responsible.
2. Reservations may be made no further in advance than four weeks.
3. Recurring reservations (monthly meetings) may be made for only one month at a time.
4. Rooms will be assigned in order of receipt, whether reservation is made by phone, letter, or in person.
5. Evening reservations will be limited to one meeting a month EXCEPT in cases of on-going classes and seminars and this at the Library Director's discretion.
6. Daytime reservations will be allowed at the discretion of the Library Director.
7. Should a change of plan occur reserved rooms should be cancelled as soon as possible and no later than 24 hours before the scheduled time. Groups consistently failing to inform the library of cancellations will be denied use of the meeting rooms.
8. The library reserves the right to cancel permission to use a meeting room, or to substitute facilities if the scheduled room is needed for primary library business. Twenty-four hour notice will be given, if possible.
9. No signs regarding a meeting to be held in a library meeting room may be displayed in the library without the Library Director's approval.

C. FURNITURE AND CLEANUP

1. No additional furniture or equipment other than that furnished by the library shall be used without library approval, excluding projectors and screens.
2. The library will not provide storage for the property of organizations meeting in the library building. Nothing may be fastened or affixed to the walls. Decorations, if any, must be approved by the librarian.
3. Rooms shall be left in a neat and orderly condition – chairs and tables put away, and garbage removed from the building. Groups breaking this rule shall be given notice

that a second offense will result in its being denied further use of meeting rooms. The applicants will pay for any damage, and/or extra custodial work.

D. FOOD AND SMOKING

1. No food, beverages, or smoking is allowed in meeting rooms.

E. ADMISSION FEE

1. No admission fee may be charged for entrance to a meeting or program, nor may a collection be taken, except for library sponsored activities.

F. HOURS

1. Scheduled group meetings shall comply with the library's public service hours. In unusual circumstances exceptions shall be made by the library director at his or her discretion.
2. Meeting rooms may be opened 15 minutes in advance of the time scheduled for the meeting. If performers or organizations wish to enter the room in advance of this time, arrangements must be made at least one week in advance.

G. PUBLIC AREAS

1. Groups are permitted only in public areas.
2. The staff lounge and all other non-public areas are not for group use.

Approved by the Brigham City Library Board July 17, 1996.

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