

# Public Meeting Room Policy

1. Public meeting rooms may be used by community-based groups, non-profit organizations, businesses, and individuals when the facility is not in use by the Library. Rooms may not be used for purely social, political, fund-raising or commercial events, except those sponsored by the Library or Friends of the Library. The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of the group/organization or their individual members; however, use of rooms for worship services is not permitted. There is no charge for the use of a meeting room.

Notwithstanding the foregoing paragraph, when not in use by the Library, a meeting room may be used by an author for book signings and/or public presentations related to his/her published work. However, the use of a meeting room by an author may not be for the sole purpose of offering his/her publication for sale to the general public. Additionally, any such presentation shall be related, solely and exclusively, to his/her published work and shall not be expanded to embrace social, political, fund-raising, or commercial events.

2. Available rooms include the St. Martinville Branch Library's Meeting Room, the Cecilia Branch Library's Meeting Room, the Breaux Bridge Branch Library's Multipurpose Room, the Breaux Bridge Branch Library's Conference Room, and the Parks Branch Library's Meeting Room.

3. It is prohibited for groups/organizations to campaign or rally while using one of the library's public meeting rooms. Additionally, no admission charge, collections (except for regular club dues), or other money-exchanging activities may be attached to any meeting room use.

4. Please note that these rooms are not available for individual use. Individuals and small groups in need of meeting space are advised to use of the study rooms available at the Breaux Bridge Branch Library or the Cecilia Branch Library.

5. Request forms, provided by the Library, must be completed before approval will be granted and the meeting room is reserved. Requests must be submitted by an adult. Youth groups and organizations using these rooms must have an adult sponsor present at all times.

6. No regularly scheduled meetings will be permitted. No meeting dates will be approved prior to two months in advance. Additionally, requests should be submitted no less than one week before the date of a meeting. In the event that a reservation must be cancelled, notice should be given as soon as possible.

7. In general, no more than two meetings per month will be approved for any one group or organization. Exceptions to this rule are left to the discretion of branch managers.

8. Meetings must be scheduled during public service hours. Meetings must be concluded no less than 15 minutes prior to closing time.

9. Equipment available for use varies by branch location. Equipment must be requested in advance and will be provided as available. There is no charge for the use of equipment. All of our meeting rooms have both a 30-cup coffee urn and a standard 12-cup coffee maker available for use if needed. No other kitchen equipment, utensils, or supplies will be provided by the Library.

10. Groups are expected to leave the room clean and orderly and report any damage, spills, etc. Nothing may be attached to or removed from walls, ceiling or floor except on designated display boards or by special permission of the branch manager. Any group in violation of this rule is subject to being denied future use of meeting rooms.

11. Organizations or groups holding meetings shall assume financial responsibility for any damage to any property of the Parish of St. Martin resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its guests. Said organizations or groups shall hold harmless the Parish of St. Martin and the St. Martin Parish Library from and against any and all liability which may be imposed upon them, or either of them, for any injury, to persons or property caused by the organization or any person(s) in connection with a meeting or event.

12. It is understood that the Parish of St. Martin and the St. Martin Parish Library assume no responsibility whatsoever for any property placed in the library in connection with a meeting; and that the Parish of St. Martin and the St. Martin Parish Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

13. Use of a meeting room does not imply sponsorship or sanction of any event or program nor does it in any way constitute endorsement of the group's policy or beliefs by the St. Martin Parish Library.

14. The Director and/or Library Board President is authorized to deny permission to use the Library facilities to any group that is disorderly, exhibits objectionable behavior or violates policy provisions. The Director and/or Library Board President reserves the right to make exceptions to this policy should questions arise concerning use of the Library facilities.