

# Meeting Room Policy Template

## **POLICY QUESTIONS TO ADDRESS**

1. Why does the library have a meeting room or meeting rooms?
2. What is their primary purpose?
3. How does the provision of a meeting room or meeting rooms and their usage support the library's goals and objectives?

## **REGULATIONS QUESTIONS TO ADDRESS**

1. What activities may occur in the meeting room?
2. What events or programs, if any, are prohibited in the meeting room?
3. What is the occupancy code limit for the meeting room(s)?
4. Who may reserve the meeting room? Adults only? Young adults? Children?
5. Is there a fee for the use of the meeting room(s)? If more than one room is available, does the fee vary based on the room which is reserved?
6. If there is a fee, must it be paid at the time the meeting room is reserved? How often are these fees reviewed and revised?
7. Under what circumstances, if any, are the fees waived? For example, are they waived if another City or County Department is using the room for official business? Are they waived if the library is co-sponsoring the program?
8. If the meeting is cancelled, will the fee be refunded? If so, under what circumstances?
9. Will the individual or group that is renting the meeting room be expected to sign an agreement which states the terms and conditions of the usage of the room?
10. How far in advance may meeting rooms be reserved? Does this vary depending on the intended presenter? For example, may the library reserve the meeting room further ahead than community organizations?
11. May the meeting room be used when the library is closed? If so, is there an additional fee to cover the cost of staff who must stay until the event is over?
12. Who is responsible for meeting room set up and clean up?
13. May food and beverages be consumed in the meeting room? May alcohol be consumed in the meeting room?
14. May the individual or group using the meeting room borrow or rent the library's audio-visual equipment or supplies? If so, is there a fee? If equipment may be rented, must a library staff member operate it?
15. May the individual or group that is using the meeting room on a regular basis store any of their literature or equipment at the library? If so, under what terms and conditions?

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16. May the individual or group that is using the meeting room charge a fee for people to attend a program they are offering in the meeting room? If so, may fees be collected on library premises?
  17. May the individual or group using the meeting room offer items for sale to the attendees of an event or program that is being held in the meeting room?
  18. May the individual or group using the meeting room post or distribute a flyer in the library about the upcoming event or program? Will the library advertise or announce the event in its Calendar of Events?
  19. If the library has more than one meeting room, are the regulations the same for all of the rooms? If not, which regulations apply to which rooms?
  20. If the library has a Friends of the Library, Library Foundation or other group of advocates and supporters, are they bound by the same regulations that apply to other community organizations? If not, which regulations apply and which do not?
  21. Under what circumstances, if any, will the library co-sponsor an event or program? If the library does co-sponsor an event or program, which regulations apply and which do not?
  22. If there is a complaint about the meeting room policy or how it was implemented,
    - a. to whom is that complaint submitted?
    - b. what process will be followed to address the complaint?
  23. If there is a complaint about the content of a program presented in the meeting room?
    - a. to whom is that complaint submitted?
    - b. what process will be followed to address the complaint?

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