



## **X.XX MEETING ROOM POLICY**

### **LIBRARY**

#### **Enabling Legislation:**

#### **Date Adopted:**

#### **Revised:**

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### **PURPOSE**

In keeping with its mission, Northfield Public Library offers meeting room space to the public for educational, cultural, civic, and recreational purposes, subject to the rules outlined below. Northfield Public Library supports and endorses the American Library Association's Library Bill of Rights, which states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The Meeting Room Policy outlines expectations for use of library meeting rooms.

### **DISCLAIMER**

Granting permission to use library facilities does not constitute endorsement by The City of Northfield, the Library Board, or the staff of the Northfield Public Library. No advertisement, announcement, or promotional material may imply such endorsement.

All promotional materials must include the following statement:

"Use of the Northfield Public Library meeting spaces does not constitute endorsement of the beliefs, viewpoints, policies, or affiliations of the user by the library board or staff."

### **POLICY**

#### **Meeting Room Use Agreement**

Library meeting rooms are available free of charge for nonprofit, for-profit, and community organizations seeking to hold free meetings, training, and workshops.

Reservations may not be made more than sixty (60) days in advance. The library may limit the number of reservations per group to ensure equitable access.



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Meeting rooms may be released for use by another organization if the initial group reserving the meeting space does not arrive within 30 minutes of the initial reservation.

Meeting rooms are available during hours when the library is open and must conclude 15 minutes before closing time.

Meeting room capacity is posted and may not be exceeded.

The library offers two small-capacity meeting pods.

- The four- person pod may be reserved up to one week in advance and is limited to 90 minutes per day, with extensions permitted based on availability.
- The one-person pod is available for drop-in use only, limited to 90 minutes per day, and may not be reserved.

Groups using the meeting room are responsible for setting up the room and for returning the room to the standard room arrangement.

Groups using the meeting room will inform the library staff when the meeting has ended and state the number of people who attended.

The group reserving the room is responsible for any damage to the room or its contents.

Refreshments may be served; no food may be cooked or prepared on site.

Additional cleaning costs may be charged to the booking organization. Users must supply all items, including paper products, food, coffee, and other beverages.

Commercial programs listed or presented as informational, educational, or instructional must remain so, and presenters shall make no direct solicitation of attendees to secure clients or customers for their commercial purpose.

With prior approval, groups may post signs in library-approved locations.



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No alcohol use, tobacco use, or intoxicating cannabinoid or cannabis use is allowed anywhere in City buildings.

### **Exclusions/Request Denials**

Library or City of Northfield programs and sponsored events have priority in the use of meeting room spaces. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library- or City-sponsored programs and events.

Library meeting rooms are not to be used for celebratory events such as weddings, anniversaries, showers, or birthdays.

Fundraising on Library property is prohibited except for efforts benefiting Northfield Public Library, such as activities by the Friends and Foundation of the Northfield Public Library.

No admission or other fees may be charged to individuals attending meetings or programs; no products or services may be advertised, solicited, or sold except for tuition or fees for classes sponsored by tax-exempt educational institutions.

Activities in the room must not disrupt regular Library operations, including, but not limited to, soliciting or conducting surveys, excessive noise, or blocking entries, fire lanes, or walkways.

### **Meeting Room Use by Other Government Agencies (e.g., City, County, State, and Federal)**

The library makes its meeting rooms available to other government agencies or their contractors when possible. Library and city programs and sponsored events have priority for use of meeting room space, and public demand for meeting room space may also affect how frequently library meeting rooms are available to other government agencies. Use by other government agencies is subject to the above rules, with some exceptions:



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1. Reservations of meeting rooms may be made four (4) months in advance.
2. Government agencies holding meetings or programs that are open to the public are permitted only during normal hours of operation when the library is open to the general public. Internal meetings for government agencies may be scheduled during hours when the library is staffed but not open to the public. An agency that wishes to use a library meeting room during hours the library is not staffed will be referred to the Library Director.

### **Procedure**

All groups must complete and [submit an online room reservation request](#) on the library's website. Please review the meeting room rules, and library staff will review and approve or deny all requests based on the Meeting Room Policy.

Any request denied use of a library meeting room may appeal the denial in writing to the Library Director. The Director will review the request and respond in writing to the applicant.