



Meeting Room Policy	
ADOPTED DATE	12/11/2003
REVISED DATE	6/22/2023
REVIEW DATE	
REVISION #	9

LIBRARY POLICY

Meeting Room Policy

PURPOSE

The primary purpose of the Library’s meeting rooms is to support Library functions, meetings, and programs. When available, the Library allows public use of the Library’s meeting rooms, under the guidelines of this policy.

POLICY

The Library has two meeting rooms, which each have a capacity of 50 people. The two rooms may be combined into one large meeting room, which has a capacity of 100 people.

The Library will not discriminate in making its premises available for use on the basis of race, national origin, religion, sex, sexual orientation, gender, age, political affiliation, physical or mental disability, or any other protected class. Use of a meeting room does not constitute sponsorship or endorsement by the Frankfort Public Library District or Board of the user or of the user's beliefs. First priority for use of the meeting rooms is given to Library-sponsored programs or meetings.

The following table illustrates examples of allowed and prohibited uses of the Library meeting rooms. It is not an exhaustive list.

ALLOWED USE EXAMPLES	PROHIBITED USE EXAMPLES
Non-profit group informational meetings	Social gatherings, including showers, birthday parties, reunions, receptions, banquets
Civic Organizations	Political rallies, electioneering, or political candidate meet and greets
Local Clubs	Fundraising events for non-library organizations
Homeowner association meetings	Commercial purposes, personal and/or financial gain where admission is charged or a collection taken
Local school-sponsored meetings	For profit classes, or groups promoting future courses or services entailing fees

Use of the meeting room will be denied to:

- Organizations that deny service on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, veteran status, disability status, or any other protected class.
- Organizations whose programming or policies may position the Library District in a negative light.

The following guidelines apply only to meeting room usage by those other than Library staff utilizing the rooms for Library business and events.

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General Information

1. Meetings shall not interfere with the public’s use of the Library in any way, including but not limited to excessive size, noise, or activity outside the meeting room. The Library reserves the right to deny a meeting room application at their sole discretion if there are anticipated factors which may impair the public’s access to library services.
2. All meetings must be open to the public, and groups may not charge admission, solicit, or require donations for their meetings. Users must comply with all Americans with Disabilities Act (ADA) requirements when using a meeting room. The Library reserves the right to monitor all meetings conducted on the premises and staff must always have free access to the meeting rooms.
3. Meeting rooms are available for use only during the Library’s regular open hours.
4. Preparation and clean up time must be included in the reservation request. Meeting rooms must be vacated at least 30 minutes before the Library closes.
5. Anyone utilizing the meeting room is subject to all other Library rules, regulations, and policies, including, the Patron Behavior Policy. If children are present, they must be under adequate and proper supervision at all times as indicated in the Unattended Children Policy.
6. Chairs and tables are available for use and need to be set up by the group. Library staff will not be made available to change the room arrangement or to provide support services such as, but not limited to, carrying equipment or materials into or around the Library, operating audio-visual equipment, making photocopies, or handling attendee registrations for a scheduled meeting.
7. The Library is not responsible for equipment, supplies, materials, or personal possessions owned by those sponsoring or attending a meeting or activity. The Library will not provide storage for equipment or supplies for groups using the meeting room.

Reservations

1. Written application for the use of the meeting room shall be made on the approved form of the Frankfort Public Library District by a qualified officer or representative of the group who is over the age of 18. The applicant must be present at the meeting as the party responsible for the group. The applicant accepts the financial responsibility for any damages incurred by the group.
2. The Business Manager, Library Director, or designee shall have administrative responsibility for approval of applications and scheduling of programs.
3. Meetings may be scheduled up to three (3) months in advance, but must be finalized no later than 72 hours before the scheduled event. Groups planning a series of meetings must present a schedule of meetings at the time of application. The application must be fully annotated for each date and time. No group may use the meeting rooms more than two (2) days per month, with the exception of Library related groups, without prior arrangement with the Library Director or designee.
4. No group may use the meeting room for more than three (3) hours per reservation, with the exception of Library-related groups, without prior arrangement with the Library Director or designee. Meeting room reservation requests for more than three (3) hours may be subject to additional room fees.
5. Applicants must provide a contact name and phone number that the Library can give out to the public for questions about the event.
6. The Library reserves the right to require any group to change its approved schedule to another date. Notice will be given to the person signing the application.

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7. Authorization to use the meeting room is not transferable to another organization.
8. The Library must be notified immediately if a meeting is canceled. Repeated cancellations or unused reservations will result in denial of meeting room use.
9. In the event of an emergency closing of the Library, all reservations are automatically canceled. Library staff will attempt to inform the contact person of the closing as soon as the decision is made.
10. The person signing the application and any group or persons using the meeting rooms must indemnify and hold harmless the Frankfort Public Library District, its Board of Trustees, and all Library staff for any and all accidents which may occur on Library premises.

Room Use Fees

1. The Fee Schedule is determined by type of organization placing the reservation:

Not-for Profit/Education/Government - In District	No Fee
Not-for Profit/Education/Government - Out of District	\$50.00
For Profit Organization - In District	\$100.00
For Profit Organization – Out of District	\$200.00
There is an additional \$25 fee for all organizations if there will be food of any kind during the reservation.	

Reservation fees are due 72 hours prior to use of the room(s). Until the reservation fee is received by the Library, the reservation is not guaranteed.

- Not-for-Profit: Groups are defined as not-for-profit when their missions serve an educational, cultural, charitable, political, or civic purpose. Not-for-profits include 501(c)3 corporations and unincorporated associations, organizations, clubs, book groups, or government agencies.
- For-Profit: All groups that do not fit the definition of a not-for-profit group will be defined as for-profit. These include all businesses and other commercial entities.
- In District: Groups are defined as In District if their official business or mailing address is located within the Library District, or, in the event that a group does not have a fixed address, its primary service area must fall within the Library District.

2. The Library welcomes and appreciates monetary donations for the use of the meeting room.

AV Equipment

1. The Library can furnish: projection screen(s), connected PC laptop, DVD player, and microphone.
2. Any equipment not specified above must be provided by the group making the application. The Library does not guarantee the ability to connect your equipment to our audiovisual setup.
3. Organizations must provide one person to be responsible for use of the AV equipment.
4. Designated person must contact the Head of IT to arrange an appointment to learn to setup and operate the AV equipment.
5. FPLD personnel are not available to assist with AV equipment during meeting reservation.

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Food

1. Only beverages and cold foods such as light snacks or box lunches may be served in the meeting rooms. Catered meals, other than box lunches, and food preparation are not permitted. Hotplates, sterno cooking fuel, and other products that are used to heat food are prohibited.
2. No flames of any kind are permitted, including lit candles.
3. Tablecloths, paper products, and any other supplies must be provided by the organization.
4. Alcoholic beverages are only allowed provided the applicant has filed the Alcohol in the Library Policy application and been approved by the Library Board of Trustees. This application should be presented at least one month in advance to allow consideration at the next Library Board of Trustees Meeting.

Kitchenette Use

1. Groups who reserve Meeting Room A or Meeting Room A/B may have access to the Kitchenette, if requested prior to the meeting.
2. Use of the Kitchenette is limited to use of the coffee pot, hot water pot, sink, and refrigerator.
3. Groups must bring their own coffee grounds, filters, and any other needed paper products.
4. Kitchenette and anything used from it must be cleaned by the group at the end of the meeting.

Damage & Clean-Up

1. Nothing may be attached or applied to the walls or ceiling of the meeting room.
5. Glitter, glitter glue, and paint are not allowed to be used in the meeting room.
6. Tablecloths are required if doing crafts, and must be supplied by the organization.
2. The meeting room should be left in a clean and orderly condition. Chairs and tables should be returned to their original location. All garbage should be placed in the disposal containers provided.
3. A fee commensurate with the work required, but not less than \$25, will be charged if the room is left excessively messy, or for any breakage, damage, or theft of Library property. In severe cases, the Library will permanently revoke meeting room privileges from a cardholder or group. The person who signed the application form shall have fiscal responsibility to the Library for this fee.

Publicity

1. All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state that the meeting is not sponsored by the Frankfort Public Library District.
2. The location of the Library may be publicized, but the Library's telephone number may not be used in the promotional material for any purpose. The Library is not to be included as a source of further information, will not handle attendee registrations, nor take messages for non-Library sponsored program participants.
3. No promotional material may be posted or distributed at the Library, except on the Library's bulletin board, with approval from the Library Director or designee.

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Penalties

1. Failure to comply with the above regulations will result in loss of meeting room privileges. In the case of serious disturbance, the group will be asked to vacate the room, immediately. Users who fail to follow the regulations for use of the meeting rooms may be denied future access to the meeting rooms.
2. Notification of users being denied use of the meeting rooms will be made as soon as possible after receipt of the application.
3. Users who have been denied permission to use the meeting rooms may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting. Written notice of that appeal and all written documentation supporting that appeal must be delivered to the Library at least five (5) business days before the Board meeting.

This policy is not all-inclusive: approval of individual meeting situations not described here will be determined by the Library Director or designee. Requests for exceptions to the above rules must be submitted in writing to the Business Manager or Library Director. The Board of Trustees of the Frankfort Public Library District will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.