

DOUGLAS COUNTY LIBRARY

MEETING ROOM POLICY

The Douglas County Library has two meeting rooms that can be reserved by the public. The Large Meeting Room can fit over 90 people if chairs are set in rows and less than 90 if chairs are set at or around tables. The Small Conference Room can fit a maximum of 10 people around one large table. Audio-visual equipment is available for use in the Large Meeting Room. Wireless internet is available throughout the library. Other spaces around the library can only be reserved by library staff members for library-specific activities.

Meeting rooms may be used for educational, cultural and civic purposes. Businesses may use Library meeting room space for education and training, but may not sell or dispense their product, distribute advertising or schedule appointments for follow-up sales. With the exception of Library sponsored events, fundraisers or general sales cannot be scheduled.

The use of the meeting room shall be open to all groups and citizens on an equal and equitable basis.

Meetings may not be scheduled for more than 60 days ahead of time, and are available on a first come, first served basis. The library cannot ensure that any group or user can claim a certain day or time on a consistent basis.

Meetings and events sponsored or co-sponsored by the Douglas County Library take precedence over other meetings or events.

Meeting Room use is limited to hours with library staff present.

All users shall be responsible for the general clean up and orderliness of the room when they are done with their meetings. If condition of room is unacceptable to the staff, the group will be billed for custodial services.

The Library will make available most audiovisual equipment at no charge, but will not supply staff to operate equipment. The library's Large Meeting room is equipped with a digital projector, a screen and a speaker system.

Tables and chairs are available for public use in the meeting rooms. The group using the space is responsible for setting up, rearranging and taking down tables and chairs that they may use.

All activities must be supervised on premises by at least one adult at all times. Douglas County Library considers the person completing the meeting room application ultimately responsible. The applicant is responsible for any loss of damage to library equipment property or furnishings arising out of meeting room use. The Library and its staff and representatives are not responsible for any loss or damage suffered by meeting room users or their guests.

The Library shall not be identified as meeting room user's address or office. The Library will not receive mail on behalf of the user or keep any materials, equipment or personal property of the user. The Library's telephone number will not be used or listed as the user's telephone number.

Specific rules governing the use of the meeting rooms are established by the Library Board and supervised by the Library Director. Any of the above rules may be waived at their discretion.

AMERICANS WITH DISABILITIES ACT Groups using the Library's meeting rooms are required to provide accommodations for persons with disabilities. Any additional cost for this accommodation will be the responsibility of the group. Public notices of the group's meetings should include this statement: "Persons who need special accommodations must notify the Library at (320) 762-3014 two weeks in advance to arrange for special accommodations." If groups rearrange furniture in the meeting rooms, ADA requires a 36" walkway to be maintained.

TOBACCO USEAGE Tobacco is prohibited on all Douglas County property.

No open flames are allowed in the Library.

IN CASE OF FIRE: If the Library's fire alarm system is activated, the meeting room doors will close automatically to control smoke and fire. They will **NOT** be locked. Fire Exit Procedures are posted at each room exit. Groups are responsible for the information in the Fire Exit Procedures.

Revised and approved by the Douglas County Library Board April 10, 2017