**Udall Library’s Conference Room Rules**

**1. Purpose of our Conference Room**

The main function of the conference room is to provide an area for library-sponsored or co-sponsored programs. When not in use for library activities, the room may be used by groups and organizations as described later.

**2. Requests**

The Library Director or his/her representative shall approve or disapprove requests for use of conference room based on conditions found under #5.

**3. Usage by Organizations and Individuals**

The conference room is available to governmental and non-profit groups for educational, cultural, intellectual or charitable activities of interest and/or benefit to our community.

Individuals desiring to provide informational, educational, cultural, charitable or civic programming in the library’s meeting rooms are also eligible.

**4. Meeting Room Restrictions**

Meeting rooms will not be made available to any group or organization whose membership is limited by sex, race, creed, religion or national origin.

**5. Conditions/Rules of Usage**

Specific rules governing the use of the conference room will be established by the Library Board and supervised by the Library Director. Our conference room can only be reserved if the person/group reserving it agrees to follow all of the library’s conference room rules. These rules shall be posted for viewing by the public in the conference room. Rules regarding the use of the conference room include, but are not limited to, the following:

**a**. **The Library has first priority on all dates**. The Library also has the right to preempt any event for Library use. In such rare instances, the Library will make every reasonable effort to assist the group in reserving another date.

**b. Usage** - The conference room is not intended to be used for regular, consecutive meetings by clubs or organizations since such use prohibits general availability to the public. Exceptions to regularly scheduled meetings only as approved by Library Board.

The room is available during normal library operating hours unless prior approval by the Library Board is granted. Activities must not interfere with library services or cause any expense to the library.

Consistent with the Library Bill of Rights, the Library shall make its conference room available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**c.** **Responsibility** - The group/ individual sponsoring the gathering will be responsible for the orderly conduct of the group, including adherence any COVID-19 policy in effect, and for any damage to Library property, equipment and/or exhibits. The individual initiating the original request for the conference room will be considered the official representative of the group and will assume the responsibility for communicating Library guidelines to the group.

All persons, groups or organizations using library facilities take the premises “as is” and assume all risks of injury, including death or property damage, to members of the group, organization, event participants and event spectators which might arise out of activities or out of conditions present on the facilities and groups.

Groups must provide adequate order and supervision of the meeting participants including adequate adult supervision for children of meeting attendees. All children under the age of nine must be supervised by an adult 18 or older at all times. Appropriate conduct is required and noise must be kept at a level that will not interfere with normal library operations.

Organizations using the meeting room are considered a public accommodation under the Americans with Disabilities Act (ADA) and therefore, responsible for providing auxiliary aids and services in compliance with the ADA.

Groups using library facilities must agree, in writing, to comply with all Board policies governing conference room use or forfeit conference room privileges. All activities may be monitored by library staff to ensure compliance with library policies. Activities will not be allowed that are deemed to be contrary to the spirit or the letter of relevant laws or ordinances.

**d.** **Liability** - The Library Board is not responsible for accidents, injury or loss of property by groups using the conference room.

**e.** **Fees/Sales** - There shall be no charge, fees or solicitations for meeting attendees. Exceptions would be sponsoring groups that are nonprofit organizations or educational institutions for approved classes, seminars or similar activities. If fees will be charged, it must be approved by the Library Board first.

The conference room cannot be used for profit making purposes, fundraising or sale of goods or services by any non-library related group or organization.

**f.** **Political Events** - Political groups may use the conference room for non-partisan educational programs. Religious groups may use it for non-sectarian or interdenominational programs. No religious services shall be held in the room.

**g.** **Endorsements** - Use of the conference room or the viewpoints expressed therein does not constitute an endorsement by the library. Advertisements or announcements implying such an endorsement shall not be permitted.

**h.** **Social events** - Social activities such as dances, parties, showers, celebrations, retirement, reunions, recitals, card games or other personal or family purposes shall not be permitted.

**i.** **Storage** -Temporary storage of materials/equipment for an event is allowed with the Library Director’s approval. The library assumes no responsibility for such material left in library facilities before, during, and after the event.

**j.** **Displays** - No materials may be attached to the walls for display purposes and no signs posted on library grounds.

**k.** **Open Flame** - Lighted candles, flames, burners, etc., are a fire hazard and are not to be used anywhere in the library.

**l.** **Smoking/Vaping/Tobacco usage** - There shall be no smoking, vaping, or use of tobacco inside the library or within 200 feet of the library. This includes the entrances and all outdoor areas within 200 feet of the library structure.

**m. Library Equipment** - Groups must request audiovisual equipment at the time of the reservation and assume full financial responsibility for damage to or loss of said equipment. The library’s bandwidth may not be adequate for large amounts of streaming video.

**n. Tampering** - No group shall, under any circumstances, tamper with any electrical or heating controls.

**o. Food** - Only refreshments that have been approved by the Library Director or his/her representatives may be served in the meeting room. Users must provide their own supplies. No alcoholic beverages may be served or stored on library premises.

**p.** **Reserved time** - Time allowed includes room setup and clean up. Users will not have access to the room until their assigned time. The room must be vacated and left clean 15 minutes prior to closing.

**q.** **Cancellation** - Authorization to use library facilities is subject to cancellation by the Library Director without time limitations when organizational use conflicts with the needs and activities of the Library or is found to be in violation of the policies of the Board.

In the event a scheduled meeting is cancelled by the person or group, proper notification of such cancellation shall be given to the Library Director.

If there are questions, please call the library director at 620-782-3435.