



EAGER
FREE
PUBLIC
LIBRARY

Study, Conference, & Multipurpose Room Policy

Study rooms, the lower level conference room, youth program room, and lower level multipurpose room are available for use to an individual or organized group at the Eager Free Public Library. Scheduling will be limited, when necessary, to ensure equitable access to the facilities for the entire community.

Available Rooms

Room Name	Capacity	Features
Study Room 1	2 people	Table, chairs, and large whiteboard
Study Room 2	6 people	Table, chairs, and TV screen that connects to devices with a HDMI cable
Conference Room	10 people	Table and chairs
Youth Program Room	26 people	Whiteboard and TV screen that connects to devices with a HDMI cable. Chairs and/or tables can be set up in the room.
Multipurpose Room	127 people	Drop down screen and projector that connects to devices with a HDMI or USB cable. Chairs and/or tables can be set up in the room.

The Library Board may make exceptions to any part of the following policy if the Board deems extenuating circumstances are involved.

In keeping with the Eager Free Public Library's mission, and as a public service, the library provides limited space for meetings and community activities if the room's use does not conflict with normal library activities. Library programming will have first priority in determining use of the facilities. **Permission to use the rooms does not indicate Library endorsement of the program, activity, event, organization or beliefs.**

Who Can Use the Rooms

- All multipurpose and conference room activities or uses must be free and open to the public.
- The rooms may be reserved by any non-profit or government organization or individual. The Library Director may request the approval of the Library Board before granting permission for use of the library meeting room.
- The Library Director and the Library Board must approve the use of the rooms by commercial or for-profit groups, companies, individuals or organizations. All requests brought before the Library Board will be considered at their regularly scheduled meeting on the last Tuesday of the month. Permission may be granted provided the following criteria are met:
 1. The organization or group is sponsoring an educational program of a non-profit nature.
 2. The event or activity is free and open to the public.
 3. The event in some way coincides with the library's mission in that it provides a cultural, educational, or informational forum.
 4. Attendees of the meeting, event, or activity are not actively solicited to purchase anything.
- Prohibited uses of the rooms include:
 1. Private social functions such as showers, birthday parties, or dances.
 2. Religious services.
 3. Political campaigns or political fundraising. (Political activities, forums and town hall meetings that do not favor or promote a political candidate or party are permitted).
 4. Organizations or programs whose purpose or activity is illegal.
 5. Programs which would or would be expected to disrupt the library's operation by causing excessive noise, safety hazards, or a security risk.

Room Availability and Use

- Rooms are available during the library's normal hours of operation. Users must vacate the rooms five (5) minutes prior to closing.
- Nothing is to be taped, hung, tacked or otherwise affixed to any walls, windows, doors or furniture.

- Rooms may be used for 3 hours, provided there is no previous reservation. They may be used longer if no one is waiting for the room.
- Tutors, who charge for services, may use a study room on a limited basis, to allow availability for other users. The limit will be up to 6 hours a week. Paid tutors may not publish or distribute letters indicating the library as their place of doing business or otherwise imply library sponsorship of their activities.
- In advertising or promoting the event, the room user may not use the library's phone number as a contact nor use the library's name to imply or infer that the library is a host or sponsor of the scheduled event.
- The library will not provide any public space for conducting private business by individuals in the library. This private business includes presentations to prospective clients for paid services and/or solicitation of goods.
- Room users are expected to comply with all other library policies while using the room, including the acceptable behavior policy. Use of a room may not disrupt normal library operations.

Reserving the Room and User Responsibilities

- Rooms will be locked when not in use. Individuals wishing to use a room must register with a staff member at the desk before using the room.
- A room may be reserved up to 1 month in advance.
- Chairs and tables will be provided but must be set up by each group. Users are responsible for returning furniture and equipment to the proper locations within the room.
- The people using the room shall leave it in a neat, clean, and orderly condition. If not, the group/individual will be given notice that continued offense will result in denied access to the rooms. The organization, group or person who requested the meeting room is financially responsible for any breakage or damage to library property.
- Users are responsible for cleaning up after themselves, and for any damage resulting from their use.
- Use of non-fixed library equipment such as audiovisual equipment must be approved by the Library Director at least 2 weeks prior to use. Library staff will set up and take down this equipment.
- Refreshments served during use of the room require prior approval of the Library Director. Serving or consuming alcohol, tobacco products or illegal drugs is not permitted in the library.
- The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group of individual attending a program. The Library Board and staff do not assume any liability for groups or individuals attending events or programs at the library.
- If a meeting or event is cancelled, please contact the library as soon as possible. Failure to do so may result in suspension of room privileges.
- The library's handicap accessibility cannot be compromised in any way by the organization or activity taking place in the room. Exit doors must be kept clear of obstructions at all times.

- It is expected that any person or group using a room will conduct themselves in a courteous and respectful manner. If library staff at anytime feels that is not the case you may be asked to leave the library premises immediately, with a police escort if necessary.

Future use of the study, conference, or multipurpose rooms may be denied if these requirements are not observed. The Library Director has the authority to revoke or deny permission for use of the rooms if this policy is not followed and has the authority to interpret minor variations of this policy. Any person or group may appeal the Director's decision to the Library Board.

Some or all of this policy may not apply to programs or meeting room use hosted or conducted by the Eager Free Public Library, or Arrowhead Library System in support of the Library's main functions.