

**ST. MARY PARISH LIBRARY**  
**LIBRARY SERVICES POLICY AND PROCEDURE MANUAL**  
**APPROVED: 11/12/2024**

**MEETING ROOM POLICY**

St. Mary Parish Library meeting rooms are intended to afford the widest possible use by non-profit community organizations provided the organization is compatible with Library operations and services.

The Library has meeting rooms available at the Alex P. Allain Memorial Library (Franklin), Amelia, Bayou Vista, Berwick, Centerville and West End branches. The primary purpose of these rooms is to provide facilities for activities and programs related to the library's goals and objectives. These rooms are dedicated first to library sponsored programs including Friends of the Library activities.

The rooms are available on a first come, first serve basis to cultural, educational, charitable, historical, fraternal, and civic groups. The rooms are prohibited for: commercial purposes, social affairs, private parties, political meetings, religious worship and preaching, and money-making affairs, or for programs by commercial firms.

The meeting spaces may be rented by businesses for not-for-profit activities. Programs involving the sale, advertisement, or promotion of commercial products or services or the solicitations for the future sale of products are prohibited. Businesses may rent the room spaces for employee educational training only for a fee of \$25 per day, which includes access to: computer, podium, and sound system.

Groups may not exceed the capacity of meeting rooms.

All meetings shall be open to the public. Non-profit organizations must provide non-profit status by proof of a non-profit tax certificate or with the organization's bylaws or constitution.

No admission fee shall be charged by the group using the facility. The library system is the only organization that can hold fundraising activities with proceeds to benefit the library system.

Responsibility for scheduling the meeting rooms is vested in the Branch Managers. Applications must be submitted in advance by a person with a valid St. Mary Parish Library System card. The meeting room may be booked by adults, persons eighteen years or older, only. If teenagers or children are to be present, an adult must be responsible, in charge of, and present during the entire meeting. Groups requesting the use of a meeting room must designate an authorized contact for the group who will ensure that all policies are followed.

A new updated application form for meeting room use and a signed policy statement must be submitted each year in January for groups using the room on an ongoing basis. If an emergency

requires closing the library, every effort will be made to notify the contact person for the group or an officer of the organization. When the library reopens, reservations will be honored as scheduled. If a group cancels the use of a meeting room, the contact person must notify the library 24 hours in advance of the scheduled meeting. If two cancellations occur without library notification, the organization will have meeting room privileges revoked for six months.

Library staff has a right to enter and remain in the meeting room/conference rooms at any time during a scheduled meeting. Library staff has the authority to terminate any meeting which is disruptive of the quiet and orderly functions of the library.

Failure to observe meeting room policies may result in denial of meeting room privileges.

Meetings may be catered at the meeting rooms; however, cooking on the premises is not allowed. Small coffee pots, serving 10-12 cups and large coffee pots with 30 servings are available; however, coffee and supplies are not provided. Coffee pots, utensils, and the kitchen must be clean before the group vacates the room. The organization must leave the room clean and in the order that the room was found including the replacement of tables and chairs and removing trash.

Groups are responsible for arranging the room for their meeting. The applicant is responsible for reasonable care of the meeting rooms, kitchens, and furnishings, and is financially responsible for damages to facilities, equipment, or contents. The organization must remove any clutter caused by its activities. Activities must be approved by the branch manager. No woodworking or painting projects are allowed. Materials are not to be attached to walls, windows, doors, or furnishings. Trash containers and /or trash bags will be available.

Alcoholic beverages of any kind and possession and/or use of controlled substances, gambling in any form, and smoking and other uses of tobacco are prohibited throughout the library or on library property, except for designated smoking areas.

Standard fire code regulations restrict any open flame, burning candles, or other flammable, combustible or hazardous materials in the library. Also, the occupancy number for each room must adhere to fire marshal requirements.

Storage is not provided in the library for the property of the organization. The library is not responsible for equipment, supplies or other items owned by a group and used in the library.

All meetings must be held within regular library hours. No exceptions will be made. Meetings must end 30 minutes before the library closes.

It is the intent to prohibit any one group or organization from dominating the use of the meeting rooms. No more than two meetings per month will be scheduled for any group. No group may transfer a room reservation to another group.

If any group or individual violates any of these policies, the Director retains the right to cancel subsequent use of meeting rooms by the group.

Any publicity materials, invitations, flyers, and press releases promoting events or meetings held at the library may not list the St. Mary Parish Library System as a co-sponsor unless the Library Director has officially designated the event as co-sponsored. The library phone numbers may not be listed as a contact for meetings or events.

Authorized use of a St. Mary Parish Library System meeting room does not constitute endorsement or sponsorship of the organization, or the views expressed by the group as a whole or by individual participants in the meetings. Meetings held will not be allowed or disallowed solely on the basis of race, creed, or national origin provided that the meeting falls into the category of approved type of organizations.