

# Gathering Place Policy

## Introduction

The Harrison Memorial Library is aware of the need for meeting space for local groups. It is the goal of the Library to allow the use of the Gathering Place for small groups meetings. A group is defined as 5 or more people. The Library may grant priority for use of the Gathering Place for Library programs, Library support groups, and City meetings. When the Gathering Place is not being used for a scheduled meeting or activity, library users are welcome to use the room for quiet study, but must yield the Gathering Place for reserved use.

## Room Usage Policies

- Groups no smaller than two (2) people and no larger than twenty (20) people may reserve the room.
- Reservations are limited to Library hours, ending 15 minutes before closing. No before/after hours use will be permitted.
- Reservations must be inclusive of set-up and clean-up time.
- The room may be reserved a maximum of one (1) year in advance and may be reserved for a maximum of two (2) hours per group.
- A representative of the group must check in at the information desk before their scheduled reservation.
- The room reservation will be released if the user does not arrive within fifteen (15) minutes of their reservation time or contact the library to let them know if group members will be later than 15 minutes.
- The Library is not responsible for items left unattended. The Library will consider items left unattended to be lost and will place them in the Library's Lost and Found. If it is an item of value like a wallet, laptop, or phone, the Police will be notified and pick the item up for storage at the Police Department.
- Users of the Gathering Place are responsible for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the Gathering Place. Users cannot tape or tack materials to walls or windows.
- Users requiring support for using the room's technology must request staff assistance in advance. Staff may not be available day-of to assist with technology.
- The Library will not publicize any meetings or programs. The Library's contact information cannot be used as an official address for any organization using the meeting room. Any publicity made by the group for the meeting should include the following disclaimer: "This meeting (or program) is not sponsored or endorsed by the Harrison Memorial Library. The Library is not responsible for any information provided at or about events held in the Library meeting room."
- Permission to use the room does not imply Library endorsement of the goals, policies or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed appropriate.
- The Gathering Place is not to be used for commercial purposes. Commercial purposes include, but are not limited to the offering or solicitation of goods, services, or memberships.
- No group will be permitted use of the room if that usage would be disruptive of the programs and activities of the Library.
- All other Library policies and City policies regarding conduct in City facilities apply to usage of the Gathering Place. Alcoholic beverages and smoking are not permitted on Library premises.
- The Library may attend any meetings held in its facilities (except lawful executive sessions of government bodies) to verify that no illegal activities are taking place on the Library's premises. Illegal

activity will result in immediate eviction and denial of future use of the Library's meeting room by groups or individuals violating this policy.

- Failure to adhere to these conditions may result in loss of future privileges in the use of any Library facility.
- Denial, grant, or modification of an application for use of the Gathering Place may be appealed in writing by the applicant or by any person adversely affected by the decision to the Library Board of Trustees, whose decision shall be final. A signed, dated appeal must be received in writing within ten days of such denial and must include the person's name, address, date, and the person's reason for appealing the decision. A request for an appeal shall be submitted to the Library Director for inclusion on the agenda of the regular Library Board of Trustees meeting held the fourth Wednesday of each month.