

**ELLSWORTH PUBLIC LIBRARY
MEETING ROOMS AND STUDY ROOMS POLICY**

The purpose for providing space for community meetings and to small groups or individuals is to further the Library's role in the community as a resource accessible to all residents and the public in general. These spaces are free of charge and made available when the Library is open to the public.

The Library has the following meeting room and study room options:

Meeting Room

Maximum Capacity: 24

Equipment: 6 tables, up to 24 chairs, Smart TV, 2 white boards, mobile coffee cart

Group Study Room

Maximum Capacity: 8

Equipment: 2 tables, 8 chairs, Smart TV, white board

Study Room A

Maximum Capacity: 4

Equipment: 1 table, 4 chairs, white board

Study Room B

Maximum Capacity: 4

Equipment: 1 table, 4 chairs, white board

Overview:

The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights. Article VI states:

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library Board of Trustees also subscribes to the American Library Association's Meeting Rooms: An Interpretation of the Library Bill of Rights.

When not in use for library activities, meeting rooms are made available to the public for other meetings and programs of an informational, educational, cultural, or civic nature.

Rooms may not be used for private social events, commercial purposes, political rallies supporting or opposing a specific candidate, or activities not protected by the First Amendment. No products, services, or memberships may be advertised, solicited, or sold. The exceptions to this are performers of Ellsworth Public Library programs with pre-approval to sell merchandise related to their program and Friends of the Ellsworth Public Library fundraisers. For-profit organizations may use the rooms for staff training, interviewing, staff activities, and for public information, but not for sales, recruitment, or solicitation. Fees may not be charged for admission or any other meeting costs (e.g., speakers, materials, or refreshments).

All meetings and programs must be open to any member of the public. The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure Library policies are followed. Library staff will have unrestricted access to meeting rooms at all times.

Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization, company or business entity; its activities, products, or services; or of the ideas, opinions, or claims expressed during the course of meetings or programs held at the Library.

Scheduling/Reservations:

- The Library has first priority for use of its meeting and study rooms. Thereafter, requests are considered on a first-come, first-served basis.
- All meeting room reservation requests must be made by an authorized adult representative of the group at least 14 days prior to the date of the event and not more than 3 months in advance, with a limit of 3 times within a 3-month period using the online reservation system. Users needing reasonable accommodations may make a reservation by visiting the circulation desk.
- Reservations may be made for the study rooms up to 3 months in advance, with a limit of 3 reservations at a time, by completing the online reservation form or stopping at the circulation desk. Study rooms may be released if check-in does not occur within 10 minutes of the reservation start time. Frequency of study room reservations may be at the discretion of the Library director. Study rooms are available on a first-come, first-served basis when the study rooms are not reserved.
- Study rooms may be used by an individual or group for two hours per day, and if there is no one waiting, time may be extended.
- Users are not allowed in the Library building before Library hours nor may they remain in the Library after hours. Meeting and study rooms must be vacated at least 15 minutes before the library closes.
- In the event the Library is unexpectedly closed, meetings scheduled during that time will be canceled. In the event of cancellation, the group's leader is responsible for notifying group members.
- In the event of a canceled meeting, the Library should be notified at least 48 hours in advance. Groups that fail to cancel reservations in a timely manner or who fail to show up for scheduled reservations may lose their privilege to book rooms.
- Reservations are not considered confirmed until written approval by designated Library staff is made.
- The Library reserves the right to refuse to book meeting room space for groups who do not comply with the guidelines of this policy.

Rules of Use:

- All persons using the meeting and study rooms must stop at the circulation desk to check in prior to use and to check out after use.
- Organizations and individuals must use Library meeting rooms as they are furnished and are responsible for their own room setup.

- Groups requesting use of audiovisual equipment are responsible for operation of the equipment. If instruction in the operation of this equipment is needed, arrangement for training should be made in advance of the meeting date.
- No signs, posters, displays, etc., promoting a meeting or program by an organization or group may be placed anywhere in the Library or on its premises without prior permission and direction from the Library Director or staff. Any such items will be removed by the Library. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group.
- Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address, and appropriate room designation as location information only. The use of the name, address, or telephone number of the Ellsworth Public Library as the address or headquarters for any group or individual using the Library for meeting purposes is prohibited. Publicity for activities held in a meeting room must clearly and prominently identify the name of the organization or group.
- As in the rest of the library, snacks and non-alcoholic beverages are allowed in study and meeting rooms as long as they do not create a mess and do not produce a strong odor.
- Use of tobacco products, vaping products, and alcohol are prohibited.
- All those who use the meeting or study rooms are responsible for discarding trash in appropriate containers and leaving the room in the same condition in which it was found.
- Use of the meeting and study rooms cannot be disruptive of the programs and activities of the Library.
- All those who use Library meeting rooms will comply with federal, state, and local laws and regulations including, but not limited to, ADA and anti-discrimination.
- All those who use a meeting room shall agree to abide by the copyright laws and regulations of the United States, and agree to defend, indemnify, and hold the Library harmless from liabilities that may arise as a result of violations of the copyright laws or regulations.

Damages/Liability:

- Each individual, group, or organization assumes the full responsibility for any damages incurred resulting from the use of meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the room. The Library is not responsible for the loss or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting room.
- Any individuals, groups or organizations holding a meeting in the Library must fully release and discharge the Ellsworth Public Library, the Library Board of Trustees, the Village of Ellsworth, its officers, agents and employees from any and all claims from injuries, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the meeting.
- Users may be assessed charges if damage results from their use of the rooms. The responsible party for the room is the person under whose name the reservation was made.

The Library Director or their designee, when special conditions warrant, may make exceptions to the above. Donations are always welcome to offset the cost of maintenance and utilities.

Adopted November 29, 2022

Updated Feb. 27, 2024 – limits on study room reservations and length of study room use