



WASHINGTON PARISH LIBRARY

Meeting Room Policy

The Washington Parish Library meeting rooms are primarily used for Library (or Library sponsored) activities (such as programs, webinars, conferences, seminars, and exhibits). Meeting rooms are also available to other groups and individuals for use as a service to the community on a first come, first served basis. Use of the library's meeting space does not constitute the Library's endorsement of viewpoints expressed by organizers and/or participants of events held in its spaces.

Guidelines for Use

- It should be noted that Library programs and governmental functions shall take precedence over any community group or organization. A group already scheduled may be asked to change their date or location in favor of Library programming. If changes or cancellations are necessary, the Library will provide the affected group as much notice as possible.
- Meetings must be free and open to the public and must be promoted in the media as such. No admission fee or donation may be required or solicited from those attending meetings in the library. No fees, tuition, donations, application, or registration charges may be solicited off-site for a meeting that is held at the Library, either before or after the event.
- As the Washington Parish Library is a public entity, we adhere to local, state, and federal laws. Therefore, no individual or group/organization may be prohibited from using a branch meeting room based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information. Likewise, individuals or groups/organizations using a branch meeting room shall not prohibit anyone from entering the meeting room during their event based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.
- The facilities are not available for shows designed to promote commercial products or services. Retail sales are not allowed, except by explicit permission of the Library Administration when an author or artist is allowed to do a show

and/or signing.

- Publicity is the responsibility of the individual or organization hosting the meeting. It is incumbent upon the organization to make every reasonable effort to clarify to the media (and to the public) that the Library does not necessarily sponsor the activity or endorse what it represents. The Library logo **may not** be used to promote such an event on flyers, handouts, social media posts, etc.
- Political events or rallies promoting a particular candidate, political group, or vote result are not allowed. However, general informational programs on political topics and forums discussing opposing viewpoints may be held.
- Meetings or gatherings of any kind that would interfere with the operation of the library or the safety of its users are prohibited. Examples include having a number of people greater than room size limits, activity or noise levels that disturb other users or the use of hazardous materials such as lighted candles.
- Only adults (18 years or older) may reserve a room. If teenagers or children are to be present, an adult must be responsible for, in charge of, and present during the entire meeting. Please remember that children under the age of 12 years must be accompanied by a parent or responsible caregiver in the Library at all times.
- Access to a branch's meeting room on demand is not guaranteed. Individuals or groups may be able to use a meeting room on demand if the meeting room is not already in use or already scheduled for use later that day at the discretion of the Branch Manager.
- Groups, organizations, or individuals holding meetings or events in Washington Parish Library's meeting rooms may arrange for photography, filming, or recording during their event. However, they shall get prior approval from Library Administration before arranging for news media. Photography, filming, or recording at such meetings and events is restricted to the space reserved by the organization, group, or individual and may not take place in other areas. The event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording. Any event attendee not wanting to be photographed, filmed, and/or recorded will need to speak with the event organizer. Washington Parish Library undertakes no responsibility for obtaining this permission

- Non-alcoholic beverages and light refreshments may be served/enjoyed in the meeting room. The Library does NOT supply these refreshments. Those using the meeting room are responsible for keeping the room clean, including throwing away trash and gathering up any crumbs.
- The Washington Parish Library is not responsible for
 - lost, stolen, or damaged items
 - equipment malfunctions
 - power failures
 - lapses in Wi-Fi or Internet service
 - other situations that may impact the use of the meeting room

Group/Organization Responsibility

- Groups requesting the use of a meeting room must designate a member to represent them. This member (18 years of age or older) monitors the event, accepts responsibility for the group and its use of the rooms, and signs the reservation form in that capacity. This member is also responsible for payment to the Library if the facilities or equipment are damaged by the group, organization, or its guests. A library employee who participates with a group in the use of a meeting room may serve as the responsible party.
- Set-up and clean up of the room for the meeting is the responsibility of the group or organization holding the meeting. This includes arranging tables and/or chairs for their needs. No other physical changes, such as tape or tacks on walls, artwork or other surfaces, are allowed in a meeting room. The space should be returned to its state upon entry prior to the group's exit. Trash cans are on site; all trash related to meeting room use must be properly discarded.
- If a group has booked a meeting room but is more than 30 minutes late in arriving for the scheduled time, their booking for that session may be canceled unless the applicant has notified the Branch Manager ahead of time. Failure to give advance notice of cancellation may result in a warning to the organization; any further failure to notify in advance of cancellation may result in that organization losing room reservation privileges.
- The Library reserves the right to cancel or suspend use of the meeting room to any group or organization that does not follow the rules and regulations set by

the Washington Parish Library Board of Control.

Authority

- Branch Managers will interpret the policy to the public should questions arise.
- The Director of the Washington Parish Library is the final authority in approving meeting room requests in accordance with this policy.
- The Washington Parish Library Administration reserves the right to determine whether a request constitutes acceptable use of its public facilities.

Appeal Process for Denial of Meeting Room Reservation

If an organization or group has been denied for not meeting the guidelines set forth in this policy and feels this decision has been made in error, they may appeal the Branch Manager's decision by following the protocol below:

STEP 1 – Ask for reconsideration by the Library Director. An appeal form must be completed and submitted requesting such action.

STEP 2 – Ask for reconsideration by the Library Board of Control if they are not satisfied with the decision of the Library Director. An appeal form must be completed and submitted requesting such action.

A separate appeal form must be submitted for each of these steps. There may be a waiting period for each step so that sufficient time may be given for proper evaluation of the organization's appeal. The representative of the organization (the applicant) will be notified as soon as a decision is made regarding the appeal.

Reservations

- Reservations may be made by completing and submitting a Meeting Reservation Application no less than three (3) business days prior to the scheduled date and time of a meeting.

- Reservation forms must be fully completed in order to be considered.
- Reservation requests that fall outside of normal library operational hours may be considered by Library Administration under special circumstances but are not guaranteed.
- Reservations may be changed, canceled, or revoked based upon Library needs.
- No single individual or group/organization may dominate any room. Therefore, reservations for a room may only be accepted three (3) months in advance.
- Meeting Rooms will not be considered reserved until the applicant receives confirmation from the Branch Manager pending availability.

General Safety

- Smoking, vaping, and tobacco use are not permitted inside the Library or within 25 feet outside of library buildings.
- Alcoholic beverages may not be distributed and/or consumed on the premises.
- Any use of open flame is prohibited.
- No illegal activities may take place, inside or outside on Library grounds.
- No weapons or illegal drugs are allowed on the premises unless part of a demonstration by an authorized law enforcement agency.

Locations

This policy shall apply to the following meeting rooms:

1. Bogalusa Branch (*max. occ. 15 people*) at 304 Avenue F, Bogalusa
2. Franklinton Branch (*max. occ. 15 people*) at 825 Free St., Franklinton
3. Angie Branch (*max. occ. 15 people*) at 30245 Railroad St., Angie (currently unavailable)