



MEETING ROOM POLICY

The Mid-Mississippi Regional Library System welcomes the use of its public meeting room facilities for cultural, civic, educational and informational meetings of interest to the citizens of Attala, Holmes, Leake, Montgomery, and Winston Counties. MMRLS Policies and procedures governing the use of Library meeting spaces are made in accordance with Article 6 of the Library Bill of Rights. Exception: *the Kilmichael and Walnut Grove Public Libraries' meeting rooms are managed and scheduled by the Town of Kilmichael or City of Walnut Grove. All Kilmichael or Walnut Grove meeting room requests must be made at the City or Town Hall.*

Libraries which make exhibit space 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.

Library-sponsored programs and library staff meetings or training programs will be given first priority in the use of Library meeting space. The Library's limited meeting room space will then be made available to not-for-profit groups or businesses on a first-come, first-served basis, subject to the general requirements below:

- To be eligible to use a meeting room, any group or organization must be nonprofit and should include three or more individuals. **Businesses may use the meeting room for employee training or employee recruitment only.**
- **There shall be no charge for the simply use of the meeting room use.**
- **A non-refundable cleaning fee of up to \$30 may be charged by the Branch Manager if refreshments are served. This cleaning fee is applicable equally to everyone.** These cleaning fees are to be held in a special fund at the branch library and used only for meeting room cleaning expenses.
- **A separate janitorial fee up to \$50 could be assessed, if the group leaves the meeting room not in the exact same condition as when entered (e.g., chairs, stacked or arranged as before the meeting began) and if the room is not left clean. Nothing is to be affixed to the walls of the meeting room. If the alarm system is set off due to meeting room user error, the separate janitorial fee WILL BE charged due to staff having to return to the Library to reset the alarm system.**
- Use of the Library's meeting rooms does not constitute Library or MMRLS Board of Trustees endorsement of viewpoints expressed by participants in the program.
- Solicitation, admission or other charges, money-raising activities, and/or sales are not allowed.
- Programs that are used to promote products/services for sale or future sale are not allowed.
- **Meeting rooms may be used for local PUBLIC community social gatherings such as receptions, recitals, social club meetings, etc. that are open to the public. With the exception of the Winston County Library, these gatherings do not include birthday parties, family reunions, wedding showers or baby showers.**
- Meeting rooms may not be used for regularly scheduled religious services; however, religious study groups are permitted.

- Meeting rooms are generally available only during regular branch business hours that vary upon location and meetings should be vacated before closing of the library; however, some branch libraries (that are able to secure the library from the meeting room space) may accommodate meeting room use that occur before or after normal library business hours. Interested groups must contact the Library no fewer than 48 hours in advance of their proposed meeting.
- **Library needs may pre-empt any other scheduled event.**
- The Mid-Mississippi Regional Library System Board of Trustees shall be the final authority in these matters.

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| MEETING ROOM RULES AND REQUIREMENTS CLARIFICATION: |
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- **The library meeting rooms are not to be used for the selling of any retail merchandise.**
- Library meeting rooms are not available for regular weekly church services or religious ceremonies such as weddings or funerals; however, discussion groups studying religious books such as the *Bible, Koran and Torah* are permitted.
- Meeting rooms and libraries may be used as voting sites and polling places.
- **Meeting rooms can be used for political public forums if all candidates from all parties are invited to attend/speak.**
- **Meeting rooms can be used for political organizational meetings.**
- **Meetings rooms cannot be used for any type of political campaigning or solicitation.**
- No fees or dues may be charged or solicited by the user for admission to or participation in any program or exhibit. No donations or gratuities of any money or other property, may be solicited or collected from the audience, and no sales may be made in connection with the meeting. Only library-sponsored events may include fund-raising efforts of any type.
- Meetings, programs, and exhibits may not disrupt the use of the public library by others. Persons coordinating and attending meetings, programs, and exhibits are subject to all library rules, regulations and federal, state, and local laws. If library rules or established laws are broken and/or if it is determined that the purpose of the organization or the meeting to be held at the library has been misrepresented, the meeting may be cancelled and the group may be denied future use of library meeting room facilities.
- **Library facilities shall be left in a clean and orderly fashion**, otherwise those who abuse the use of the Library will be asked to pay for the repair of any damages.
- **Libraries will not be held responsible for any materials or equipment left behind by groups using the meeting rooms.** Such materials or equipment may not be stored in the Library between meetings.
- Granting of permission to use public library facilities does not constitute an endorsement by the Library Staff or MMRLS Board of Trustees of the user's policies or beliefs. Press announcements, posters, flyers, and other publicity should not give the impression that the program is sponsored, co-sponsored, or approved by the library. The name of neither the Library, nor its address or telephone number may be used as the official address, headquarters, or contact point for the group.
- No group may reserve meeting rooms or exhibit space for the same time continually. In order to make meeting room space available on as widespread and equitable a basis as possible, it may be necessary to ask any group to limit use of the meeting rooms to one meeting per month. **No bookings may be made more than six months in advance.**
- The Library reserves the right to reschedule confirmed meeting room reservations in order to use the space for programs or events sponsored by the Library. Every effort will be made to notify the group in advance and to accommodate the scheduled event by offering another space in the Library when available.

MAKING A REQUEST TO USE LIBRARY MEETING ROOM SPACE:

- Requests to use meeting room space in any branch of the Mid-Mississippi Regional Library System must be made through the branch(s) where the meeting(s) is to occur. Exception: *the Kilmichael Public Library meeting room is managed and scheduled by the Town of Kilmichael. All Kilmichael meeting room requests must be made at the Kilmichael Town Hall. The Walnut Grove Public Library meeting room is managed and scheduled by the City of Walnut Grove. All Walnut Grove meeting room requests must be made at the Walnut Grove City Hall.* Each branch location has different-sized meeting rooms and/or small conference spaces available (contact the branch Head Librarian if dimensional details are needed). Reservations will be made on a first-come, first-served basis. Requests to reserve meeting room space must be made by an adult representative (i.e., person 18 years or older) from the requesting group. This representative must complete and submit a meeting room registration form, wherein they will agree to be responsible for the group's conduct and general use of the space. **A new registration form must be completed each time a group requests the use of the meeting room.**

- **Only one group or organization may request the use of the meeting room during any duration of time when the library is closed. This includes nights, weekends and holidays.**

- Meeting rooms and small conference rooms are generally available for use during normal library open hours. However, some branch libraries of the Mid-Mississippi Regional Library System (that can secure the library from the meeting room space) can allow meeting room spaces to be used when the Library is closed (the local Branch Manager will have details). Persons using meeting room space at times when the Library is closed will generally be confined to that meeting room space and/or rest rooms. Use of the Library's telephone will generally not be made available to groups, so other arrangements should be made for after-hours telephone use in the unlikely event of an emergency, or for any other reason or purpose (e.g., bring a personal cell phone).

- **No meeting may be scheduled for more than six months ahead of the meeting room requested. A meeting room registration form must be submitted for each requested meeting.** This group's registration information thereafter becomes public information. It should be expected that the names and phone numbers of those individuals who are listed as contact persons for a particular organization would be given out to customers who express an interest in that particular group.

- **Groups wishing to use the Library meeting room space on a regular basis (e.g., weekly, monthly) may make their request on a first-come, first served basis, up to one month in advance.** Representatives of those groups that meet on a regular basis should understand that a regular day of the week and/or time may not be assured and should be willing to accept the limitations of room availability. Individuals requesting quiet space for the day, small groups of students needing a place to discuss school assignments, or other library users requesting the use of a meeting room on an ad hoc basis, may be allowed to use the Library's meeting room space

as these rooms and schedules permit for a one-time situation without the necessity of having a signed reservation form.

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| EXPECTED USER CONDUCT: |
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1. The adult leader or contact person, as listed on the registration form, will be held responsible for the conduct of the group. Meetings held during regular library hours must be conducted in low tones, being mindful and respectful of others using the Library at the same time. The leader will be assessed if damages to the building or library property occur during a meeting of the group they have agreed to represent and should expect that continued use of that space by that group will be denied. No activities that could be constructed as dangerous or hazardous will be permitted.
2. Groups consisting of children (persons under the age of 18) must have adult supervision (i.e., someone 18 years or older) at all times when that group is actually using the public library meeting room space.
3. Exhibits/displays, including pictures and works of art that are permanently or temporarily on display in the meeting room cannot be moved by individuals or groups for any reason.
4. Items cannot be taped to the walls or ceiling in the meeting room.
5. The room must be left in exactly the same condition as when entered (e.g., chairs, stacked or arranged as before the meeting began) and the room must be left clean. All garbage must be bagged and ready for disposal. Nothing is to be affixed to the walls of the meeting room. **A janitorial/cleaning fee of up to \$50.00 may be assessed by the Branch Manager for clean-up and reorganizing the meeting room. If the alarm is set off due to meeting room user error, this janitorial fee WILL BE charged due to staff having to return to the Library to reset the alarm system.**
6. Groups may serve refreshments in most locations, but only with the permission of the Branch Manager. **A non-refundable cleaning fee of up to \$30 may be charged by the Branch Manager if refreshments are served.** These cleaning fees are to be held in a special fund at the branch library and used only for meeting room cleaning expenses. In some locations, kitchen facilities are available (check with the branch Head Librarian for details). Branch staff will not be expected to serve or clean up for any group.
7. The Library does not offer porter service or group storage space. The Library assumes no responsibility for private property used or left behind in meeting room spaces. Materials found to have been left in meeting room spaces may be discarded after reasonable efforts made to return the property prove unsuccessful.
8. Pianos are located in some MMRLS libraries. Library pianos are to be used for library programming and recitals held in the library. Pianos are not available to the public for personal use.
9. No furniture or equipment may be moved into or out of any meeting room space unless and until the Head Librarian grants permission.

10. Smoking is not permitted in any part of the Library, including public restrooms.
11. Publicity for meetings to be held in public library branches should clearly identify the name of the sponsoring group, along with the date, time, and the name and phone number of the person from whom an interested person may obtain more information. Library staff members will give out any information on meetings to be held in their branch that has been made available to them, but cannot be held responsible for knowing the details of random newspaper announcements and the like. Notify the Library immediately if your group is forced to cancel or change a meeting time.
12. Permission to publicize meetings on-site (e.g., the posting of flyers, signs, or posters within the Library or outside on Library property) must be obtained from the branch's Head Librarian beforehand.

MEETING ROOM REGISTRATION FORM



Mid-Mississippi Regional Library System
Branch Library in _____
Branch Location

Meeting Room Use – Registration

I have read the meeting room use policy and agree to all terms and conditions.
I assume responsibility for care and use of the meeting room.

Print Name: _____ Sign name: _____
Signature

Address: _____ Main Phone: _____ Alt # _____

Intended use of meeting room _____ # expected _____

Please, check one: Organization use ____ Public use ____ Community use ____

List: organization/community group _____

Meeting date and duration of time: _____ Refreshments fee? Yes ___ No ___
Amount \$ _____

Registration Approved by Staff associate: _____ **Date:** _____

Post-meeting: Was it necessary to assess this group a janitorial fee? Y ___ N ___ Amount \$ _____