



**Allen Parish Libraries**

*"Bringing the World to You"*

## **Meeting Room Policy**

### **Purpose:**

The Allen Parish Libraries serve as essential community spaces designed to support educational, cultural, and civic activities. They are intended primarily for Library-sponsored events but are also available to residents for group meetings, discussions, and other purposes that align with the library's mission to promote lifelong learning and community engagement.

### **General Guidelines:**

#### **1. Eligibility and Usage:**

- Meeting rooms are available to local non-profit organizations, educational institutions, government agencies, and community groups without charge. Commercial entities may use the space under special circumstances and with prior approval.
- All events must be open to the public, with no admission fees or solicitations for donations permitted.

#### **2. Publicity Responsibilities:**

- Groups promoting events must handle their communications, ensuring all materials clearly state that the library does not endorse their activities.
- Any unauthorized use of Library logos or branding in promotional material is prohibited.

#### **3. Restrictions on Events:**

- The rooms are not available for use for private parties, personal celebrations (e.g., birthdays, weddings), or commercial sales events.

- Political campaigns or fundraising events for specific candidates are also forbidden; however, discussions around civic engagement may be acceptable if they are non-partisan.

#### **4. Youth Attendance Policies:**

- All meetings involving participants under 15 must include a qualified adult throughout the event. Those under 10 years old must be accompanied by a parent or guardian.

#### **5. Reservation Process:**

- Meeting room reservations can only be made in person.
- A valid license or identification card must be provided at the time of reservation.
- Priority is given to library-sponsored programs. Reservations can be made up to three months in advance, but organizations are limited to a maximum of two consecutive bookings.
- Cancellations should be communicated as early as possible, with a minimum notice of 48 hours required to allow others access to the space.

#### **6. Capacity and Conduct:**

- The Oakdale meeting room accommodates a maximum of 50 participants while the Oberlin room holds 49. Groups exceeding these limits may face restrictions on future bookings.
- Behavior should be respectful and conducive to a learning environment; any disruptive actions that affect Library patrons may result in immediate termination of the event.

#### **7. Use of Kitchen Facilities:**

- Kitchen amenities are available for minimal food preparation, such as making light snacks or beverages. Prior approval is necessary for any equipment used.
- Clean-up after use is mandatory, ensuring that all areas are returned to their original state.

## **8. Available Equipment:**

- Basic audio-visual equipment is provided, including projectors and screens. Users must undergo a brief orientation to ensure proper use, facilitated by Library personnel.
- Responsibility for setup and breakdown of all equipment lies with the group using the room.

## **9. Prohibition of Illegal Activities:**

- Any illegal activity—including drug use, harassment, or violations of local laws—is strictly prohibited on Library grounds.

## **10. Smoking and Alcohol Policies:**

- Smoking is not allowed in any form within Library buildings or the surrounding areas. Alcohol is also prohibited unless previously authorized for specific events.

## **11. Policy Enforcement:**

- Library staff have the authority to enforce this policy. Non-compliance may result in cancellation of reservations and restricted future access. Documentation of violations will be kept, and repeated infractions may lead to the suspension of booking privileges.

## **12. Policy Distribution:**

- A copy of the Meeting Room Policy will be provided to all groups upon request to ensure they understand their rights and responsibilities when using Library facilities.