

Evangeline Parish Library

Meeting Room Policy and Guidelines

Developed July 15, 2024

The Main library in Ville Platte now has a room designed to meet the needs of individuals and organization who express a desire to reserve a private space. When not needed for library purposes, the Meeting Room may be reserved free of charge by community-based organizations, groups, or clubs of a civic, business, cultural, educational, professional, religious, political, or recreational nature, as well as parish departments, subject to room availability and adherence to meeting room policy and guidelines. Such use of a meeting room must take place in a responsible manner, without undue cost the Evangeline Parish Library, and without undue interference with library activities.

Persons requesting meeting room space must have a valid, full-privileges library card in good standing from the Evangeline Parish Public Library. Organizations must make an application in accordance with the guidelines outlined in this policy.

The fact that the Evangeline Parish Library and Library Board of Control have authorized a group to meet in the library does not constitute endorsement or sponsorship of the organization or the views expressed by the group as a whole or by individual participants in the meeting.

GUIDELINES FOR PUBLIC USE OF LIBRARY MEETING ROOMS

- Maximum capacity is 12 people per reservation.
- All meetings must be held within the regular library hours of operation. Meetings must be concluded and the room cleaned up (if applicable) and the room vacated 15 minutes before closing time.
- All activities of the group must be confined to the meeting room.
- The Evangeline Parish Library is a designated smoke-free facility. Smoking or Vaping is prohibited in all enclosed public spaces within the library and is also prohibited within twenty-five feet of any library entrance.
- Groups are responsible for ensuring that attendance does not exceed the maximum occupancy of 12.
- Standard fire code regulations prohibit any open flames, burning candles, and flammable, combustible, and hazardous materials in the library.
- Meeting rooms are not available for commercial use. The selling, trading, or promotion of products or services is not allowed.
- No admission fee can be charged or solicited in advance of the meeting.
- Groups are not allowed to campaign, rally, raise funds, accept monetary donations, collections, or dues, or solicit support at the library.
- Meeting rooms may not be booked for personal events such as showers, birthday parties, wedding receptions, campaign kick-off events, etc.
- Groups are not allowed to use the rooms for any program or activity that would violate public performance rights.
- Any group using a meeting room is expected to conduct its proceedings in a quiet, orderly manner so as not to disrupt normal library functions and service. Individuals are subject to the library's Patron Behavior Policy.

- The library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting dates or do not abide by meeting room guidelines or the library's Patron Behavior Policy.
- Groups reserving the meeting room shall not imply library endorsement or sponsorship of their objectives, views, or event in promotion or invitation.

RESERVATION GUIDELINES

- Public meeting rooms may be scheduled up to two months in advance. Organizations should make an application in accordance with the directions and guidelines outlined in this policy at least 7-10 days in advance of the date of use.
- When applying for the use of the room, the purpose of the event and expected attendance must be clearly stated. Maximum attendance is 12.
- A request for meeting space must be filled out for each instance of reserving the space. The person requesting the space for a group or organization must have a valid full-service library card from the Evangeline Parish Library.
- No group/organization may reserve the library meeting room more than 12 times in a calendar year.
- Meeting rooms may be reserved by patrons 18 years or older. Youth organizations using the meeting room must have an adult sponsor present at all times.
- If a group cancels the uses of a meeting room, the contact person must notify the library 24 hours in advance of the scheduled meeting. Failure to do so may result in the loss of current or future reservations.

PUBLICITY GUIDELINES

- The name, address or phone number of Evangeline Parish Library may not be used as the official address or headquarters of any organization except those affiliated with the library.
- The use of the meeting room by a non-library group shall not be published in any way as to imply library sponsorship of the group's activities.
- The fact that a group is permitted to meet at the Evangeline Parish Library does not in any way constitute an endorsement of the group's policies and beliefs. Advertisements for meetings held in the library may not be displayed in such a manner as to suggest library sponsorship.

FOOD AND DRINK GUIDELINES

- Groups and individuals may have snacks, drinks, and light meals (sandwiches, boxed lunches and such) in the meeting room. A small refrigerator and coffee machine are available and may be utilized. Consumable items such as coffee, cups, napkins, and condiments are not provided by the library and must be provided by the group or individual reserving the room.
- For catered or delivered meals, the group scheduling the room is responsible for arranging for delivery and pick-up of food and equipment.
- Groups and individuals with food or drink in the meeting room are responsible for cleanup, including:
 - Wiping down counters and tabletops
 - Disposing of trash in receptacles
 - Removing debris from floors.
- Alcoholic beverages are prohibited on library property.

ADDITIONAL GUIDELINES

- Arrangements for tables and chairs must be made at the time of booking. Library staff is not available on site for changing room arrangements.
- Those who wish to use the library's Smart TV and White Board must note such at the time of scheduling and provide their own laptop and technical support. Wireless Internet access is available and free of charge.
- Groups or individuals misusing library equipment will be restricted from future use of the equipment and will be held responsible for any damages to or theft of library property.
- The library is not responsible for equipment, supplies, or other items owned by groups or individuals and used in the library.
- The library does not provide storage space for individuals or organizations.
- If an emergency requires closing the library, every effort will be made to notify the contact person for the group or an officer of the organization.
- If a question is raised as to any group's use of the meeting Room, the Evangeline Parish library Board of Control shall be the final authority.

EVANGELINE PARISH LIBRARY
MEETING ROOM APPLICATION

Please provide the following information with your meeting room reservation application:

Name of Individual _____ Phone # _____

Type of meeting:

- a. Tutoring
- b. Legal / Deposition
- c. Planning
- d. Other _____

Organization _____

- a. Support Group
- b. Community Group
- c. Civic Association
- d. Industry Education
- e. Senior Educational
- f. Other _____

Date of the Meeting _____

Actual Start Time _____ Anticipated length of meeting _____ (Time not to exceed 2 hrs)

Are you having food? Yes ___ No ___

Are you having media coverage? Yes ___ No ___

Will you need any of the following:

Smart TV _____ White Board _____ Other _____