



MEETING AND STUDY ROOM USE POLICY

Purpose:

McMillan Memorial Library welcomes the public use of its meeting and study room facilities, in keeping with the library's mission that recognizes its role as a community meeting place.

Policy:

When not in use for library-sponsored events, the meeting and study rooms are available free of charge for use by community and other not-for-profit groups for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the library board. Privacy while using the meeting rooms is not guaranteed.

The library board specifically excludes the following types of uses of its meeting and study rooms:

1. Non-library programs involving the sale, advertising or promotion of products or services.
2. Business firms and other for-profit organizations soliciting or selling products or services.
3. Private social functions, such as showers, parties, and recitals.
4. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, and/or security risk.
5. Groups using the meeting rooms may not charge admission, collect or request contributions or donations, nor perform sales.

Meeting and study rooms are available regardless of the beliefs or affiliations of individuals or groups requesting their use, and the use of the Library's rooms does not constitute the Library's endorsement of a meeting's content or an individual/group. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. The Library reserves the right to cancel reservations or revoke permission to use any meeting or study room for any group or organization which violates or refuses to comply with the rules and regulations established for using the meeting rooms or any Library policy.

Guidelines for Meeting and Study Room Use:

In general, the following guidelines apply to both Meeting Rooms and Study Rooms:

1. Selling or promoting services and products, soliciting donations, or selling raffle tickets is prohibited. No admission to any room may be charged.
2. Groups must adhere to all Library policies, and obey all general rules for library patron behavior. Rooms and equipment must be used with care and respect. Groups shall assume responsibility for, and shall compensate the library for, damages done to the Library facility, equipment or property during use.
3. A meeting room reservation request must be submitted by the group requesting use of a meeting room in advance of the requested date, and shall require approval by Library staff. Study rooms are intended for use by individuals or small groups seeking a quiet study area.
4. Groups shall not exceed the legal posted capacity of any room. It is the group's responsibility to monitor compliance with capacity regulations.
5. Any special table or seating arrangements shall be the responsibility of the group using the room. The group using the room is responsible for returning the room to its original condition when the meeting is over.

When scheduling, groups should allow extra time for setting up the room before the meeting is to start and for returning it to its original condition when the meeting is over.

6. Groups using rooms are responsible for clean-up after meetings. To allow for clean-up prior to Library close, meetings must be concluded 15 minutes prior to the Library's closing time. Only groups that have obtained permission from Library Administration at least 48 hours beforehand may remain in the Library after it is no longer open to the public.

7. Groups that have been responsible for damage to Library property or that have disregarded Library rules during previous uses of the facilities may be denied further use of the meeting or study rooms.

8. McMillan Memorial Library and its employees shall not assume responsibility for any property of groups, individuals, or organizations. All property belonging to a group using the rooms shall be removed from the library at the end of each use.

Meeting Rooms:

The Library has three meeting rooms that are available for public use:

Room Name:	Maximum Capacity:	Must Remain Open to Public?	Beverages Allowed?	Food Allowed?
Fine Arts Center (Theater)	248	Yes	No	No
All Purpose Room	80	Yes*	Yes	Yes
Meeting / Training Room	20	Yes	Yes	Yes

*Door must remain open when art is displayed.

Meeting Room Reservations:

1. Meeting rooms must be reserved.
2. Groups are limited to 12 meeting room uses during a calendar year. One reservation may last up to an entire day. Each room counts as a separate reservation.
3. Reservation requests that require equipment or room modification must be made at least 48 hours in advance.
4. Reservations may be made by calling the Information Desk or from the Library's website: www.mcmillanlibrary.org.
5. Reservations are accepted up to six months in advance of the meeting date.
6. While groups composed of individuals under 18 years of age are permitted to use the meeting rooms, an individual over the age of 18 must make the reservation, must be present throughout the meeting, and must agree to assume responsibility for the actions of the participants.
7. The Library has a variety of equipment available for meeting room use. Groups wishing to use special equipment or desiring specific seating layouts should inform the Library of their needs at the time that they fill out the reservation form. Access to the sound booth in the Fine Arts Center is limited to Library staff and authorized personnel.

8. Cancellations should be made at least 48 hours before the scheduled starting time of a meeting. The Library reserves the right to deny future use of the meeting facilities to groups that fail to provide such notice. A reserved room that remains unoccupied for the first 20 minutes of the reservation may be subject to cancellation.

9. In the case of an emergency or if a meeting room is needed for other Library purposes, the Library reserves the right to reschedule or reassign a group to another meeting room.

Study Rooms:

The Library has five study rooms available for public use:

Study Room:	Maximum Capacity:	Beverages Allowed?	Food Allowed?
Room 1	2	Yes	Yes
Room 2	1	Yes	Yes
Room 3	2	Yes	Yes
Room 4	5	Yes	Yes
Room 5	5	Yes	Yes

Study Room Reservations:

1. Reservations may be made up to 2 weeks in advance. Rooms may be booked up to two hours per day. Each reservation may be extended, one additional hour, provided that no other party is waiting to use the room.

2. Reservations may be made by any patron who is at least 8 years old. An adult must be present in the study room if the room will be used by any patron who is younger than 8.

3. Study room reservations may be made by calling the Information Desk or on the Library's website: www.mcmillanlibrary.org.

4. A reserved room that remains unoccupied for the first 20 minutes of the reservation may be subject to cancellation.

Adopted by the McMillan Memorial Library Board of Trustees: January 2022.

Document History:

Revised May 15, 2024.