



## **Naples Library**

### **Meeting Rooms Policy**

The Naples Public Library makes its meeting rooms available to the public as an additional service. The Library Bill of Rights states, "As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affirmations of their members provided that the meetings are open to the public."

#### **Application Process**

Application for the use of any meeting room is made to the Library's Director/Manager by any individual, 18 years or older, who is responsible for the meeting, must complete and sign an application form. Reservations for use of the meeting room may be made on a regular schedule. Each single event must be confirmed with the Director/Manager. The Library's Director/Manager is to be notified of any cancellation or meeting date changes within forty-eight (48) hours prior to the event. Failure to notify the Director/Manager may result in the organization not being able to use the space in the future. In fairness to the numerous groups of the community, reservations are taken no more than six (6) months in advance. Any exceptions will be at the discretion of the Director/Manager. Library activities take precedence over other groups' use of the meeting rooms. Meeting rooms are available to be used without appointment at the Library Director/Managers discretion on a first come first serve basis.

#### **General Rules of Use:**

1. Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting rules.
2. The maximum capacity of both rooms will follow the fire code.
3. No cooking or smoking may occur. No alcohol may be served at any time. Food may be served with the Director/Manager's approval.
4. The Library does not allow the use of its meeting spaces for individuals or groups who are soliciting membership or admission fees, or selling products or services for meetings. The Library Director/Manager reserves the right to make exceptions.
5. Meetings must be conducted in such a way as not to disturb Library operations.
6. Use of audio-visual equipment must be indicated at time of reservation. The applicant is responsible for all room set-up and breakdown of their own equipment. Library personnel

will not move or rearrange heavy equipment. The applicant is responsible for all cleaning up and returning the room to its found condition. This is a carry in/carry out facility.

7. The Library provides no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
8. The applicant is responsible for damage to the Library facilities or its contents occurring as a result of the applicant's use of the building.
9. Meeting rooms must be used during open hours of operation and those using the meeting rooms need to end their meeting half an hour prior to closing so that staff can properly close the building. Any exceptions will be at the discretion of the Library Director/Manager.
10. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies.
11. Library personnel shall have free access to meeting rooms at all times and video surveillance will be in place at all times. Children's groups will be supervised by an adult.
12. Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on April 19, 2016. Amended on February 13, 2019. Amended on August 18, 2021. Amended on April 20th, 2022.

**The Naples Library**  
**Application Form for Use of the Meeting Room**

Name of Organization:

Event Date:

Hours of Event:

Contact Person:

Address:

Phone Number:

Number of People Attending:

Purpose of Meeting:

Questions? Refer to the Meeting Room Policy or contact the library at 585-374-2757.

The person signing this request form acknowledges that s/he has read the Meeting Room Policy of the Naples Library and assumes full responsibility for the conduct of the event and its participants, as well as the care of the meeting rooms, as described in the Policy.

Signature: \_\_\_\_\_

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on February 13, 2019. Reviewed April 20, 2022.