

## MEETING ROOM POLICY

The library meeting rooms are available for educational and cultural programs consistent with the mission of the Pointe Coupee Parish Library. The following policies apply to use of meeting rooms by the public:

1. The meeting rooms of the Pointe Coupee Parish Library system are available at no charge for use by groups of a size which do not exceed the established safe capacity of the meeting room they request to use. All applicants requesting meeting room use must possess a valid Pointe Coupee Parish Library card.
2. These rooms are booked according to their availability on a first-come, first-served basis, with the approval of library staff, but with programs and meetings sponsored or presented by the Pointe Coupee Parish Library given first priority on room use. Groups that meet on a regular schedule will be permitted to reserve their meeting room dates up to 3 months in advance. Groups wishing to use the room on a regular weekly or bi-weekly schedule must be willing to relinquish the use of the facility in the event of a request for use on a one time or infrequent basis by another group. Any change or cancellation of a meeting room reservation should be reported to the library as soon as possible, with notice of a reservation cancellation at least 24 hours in advance.
3. Library meeting rooms are booked without regard to any group's creed, point of view or beliefs. The booking of a library meeting room does not constitute any endorsement, sponsorship, or support by the library or by Pointe Coupee Parish. There must be no indication in publicity issued by groups using a meeting room that their function is library sponsored.
4. Meeting rooms are available for use by community based individuals, civic, corporate, cultural, educational, professional, political, recreational, and religious organizations and organizations sponsoring public hearings, as well as agencies of the city-parish government, subject to room availability, and adherence to these guidelines. Meeting rooms are not available for social gatherings (such as birthday parties, showers, dances, etc.) or for gaming purposes (such as bingo or card parties).
5. Collecting money for admission, fund raising, donations, or for any money endeavor is not allowed on library premises, whether by free will or otherwise.
6. Any meeting held in the library meeting rooms must be open to the public without any admission charge.
7. Meeting rooms are available only during library hours. Exceptions must have prior approval of the Pointe Coupee Parish Library Board of Control and Library Director.
8. Library operations continue while meetings are in progress, therefore meetings must be conducted in a quiet and orderly fashion. The library staff has the authority to terminate any

meeting which is disruptive of the quiet and orderly functions of the library. The necessity to request police assistance in upholding this policy will automatically terminate meeting room use. Failure to observe meeting room policies will result in denial of future meeting room privileges.

9. There are limited kitchen facilities available which may be used to prepare light refreshments. Permission to serve refreshments must be obtained in advance and any remainders must be completely cleared away following the meeting.

10. No smoking is allowed in the library building. No alcoholic beverages may be served on library premises.

11. All groups are expected to leave the meeting room clean and orderly. If a group damages the facility, payment for repairs will be the responsibility of the applicant and the group. All debris from meeting activities or refreshments served must be completely cleared away and discarded in trash receptacles. Any additional costs for cleaning will be the responsibility of the applicant and the group. Items which may possibly cause damage to walls or flooring of the room such as thumbtacks, nails, paint, etc. are not to be used. Nothing is to be placed on top of the piano. The piano must not be moved.

12. Meeting Room users are responsible for setting up room and returning furniture to storage closet following meeting. Library staff members are not responsible for set-up of meeting rooms.

13. Any organization using a Library meeting room agrees to hold harmless Pointe Coupee Parish and the Pointe Coupee Parish Library system, including members of the Pointe Coupee Parish Library Board of Control and staff, from and against any and all liability which may be imposed upon them, for any injury, to persons or property caused by the organization or any persons connected with a meeting.

14. It is understood that Pointe Coupee Parish and the Pointe Coupee Parish Library system assume no responsibility whatever for any property placed in the library in connection with a meeting; and Pointe Coupee Parish and the Pointe Coupee Parish Library system, including members of the Pointe Coupee Parish Library Board of Control and staff, are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.

15. Equipment must be reserved and arranged for when the meeting room is scheduled. Those who wish to use audiovisual equipment, including computers and projectors, must supply their own technical support. Library staff will arrange for set up of equipment and can be scheduled for basic training on library equipment before the meeting; however, minimal technical support is available during evenings and weekend hours. Groups or individuals misusing Library equipment will be restricted from future use of the equipment and will be held responsible for any damages or theft to Library property.

16. Wireless Internet access is available in all meeting rooms. The library will not be held liable for power failures or Wireless Internet access due to conditions beyond its control.

17. The library is not responsible for equipment, supplies or other items owned by groups or individuals and used in the library.

18. The library does not provide storage space for individuals or organizations.

19. 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 with the reservation.

17. A signed application and signed meeting room usage agreement must be on file with the Pointe Coupee Parish Library prior to meeting room usage. Meeting rooms may be reserved by adults only. Youth organizations using the meeting rooms must have an adult sponsor present at all times.

The applicant and the organization (hereinafter called the Users) recorded on the Application for Meeting Room Use hereby agree to indemnify and hold harmless the Pointe Coupee Parish Police Jury, the Pointe Coupee Parish Library Board of Control, and all employees of the Pointe Coupee Parish Library from and against all claims, demands, causes of action, lawsuits, and any liability (including all costs, expenses and attorneys fees) incurred by the Users collectively and/or separately on account of any obligation on which the Users are bound for hereunder (for personal injury, death, or property damage including personal injury to or death to the User's personnel and property damage to the users equipment) including any causes or action which result from the negligence of the user's, their agents, and/or employees and/or defects in equipment belonging to or used by Users for the benefit of the Users which might arise out of or in connection with the service and/or courtesies rendered by the Users herein including but not limited to personal injury, death or property damage to any third parties whatsoever or to any agents, employees or assignees of the said Users herein. This agreement remains binding until and unless it is revoked by both parties hereto and remains in effect for operations that may, from time to time, take place after the execution of same.

New Roads, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Name of organization

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

This agreement is to be filed with the Pointe Coupee Parish Library prior to meeting room use.

POINTE COUPEE PARISH LIBRARY  
APPLICATION FOR MEETING ROOM USE

Name of Organization: \_\_\_\_\_  
President/Officer in  
Charge: \_\_\_\_\_

Telephone Number of  
Officer: \_\_\_\_\_

Name of Person Making Application: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

IF MONTHLY MEETING: STARTING DATE: \_\_\_\_\_  
Month Day Year

ENDING DATE: \_\_\_\_\_  
Month Day Year

(Groups will be permitted to reserve their meeting room date up to 3 months in advance).

Purpose of Meeting: \_\_\_\_\_  
\_\_\_\_\_

Approximate Size of Audience: \_\_\_\_\_

Adult \_\_\_\_\_ Young Adult \_\_\_\_\_ Children \_\_\_\_\_  
Will refreshments be served? Yes \_\_\_\_\_ No \_\_\_\_\_ Type of Refreshments? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Date

\*Room is not officially reserved until an approved copy of this form is returned to you and a signed copy of the Pointe Coupee Parish Library Meeting Room Usage Agreement is on file with the Pointe Coupee Parish Library.  
(Adopted 9/15/93; Revised 11/9/2016-Pointe Coupee Parish Library Board of Control)