

# Meeting Rooms

## *Policy Statement*

The Ponca City Library's Programming and Board Room are available for public use, free of charge for programs or meetings with educational, cultural, civic and governmental purposes. Sales related promotions, events of for-profit commercial ventures and meetings to provide private commercial consultation services are prohibited.

Use of the Library facilities is subject to certain conditions. A written agreement indicating compliance with Library guidelines is required of all who wish to use the meeting rooms.

Although community groups are encouraged to use the Library facilities, such use does not signify Library endorsement or sponsorship of said events. The Library takes no stand on public issues and does not advocate the views of any group using the facilities.

## ***Eligibility***

Organizations of an educational, civic, cultural, professional or religious nature may book the rooms, providing they abide by the following guidelines in their use of the rooms. Meetings held in the Ponca City Library are understood to be open to the public.

## ***Guidelines***

1. Library programs and library-related ventures are given first priority in scheduling meeting rooms.
2. When not required for Library use, the meeting rooms are available for use by for governmental agencies, non-profit organizations engaged in cultural, civic, educational, intellectual or charitable activities. Student groups involved in tutoring, group study or projects may also request the use of meeting room space.
3. All meetings must be open to the general public upon request. Use by the Library staff and City of Ponca City staff are exempted from this provision.
4. Political groups may use Library meeting rooms for organizational meetings. Political rallies supporting one candidate or for fund raising may not be held in the Library. No signs advocating a party or advocate may be posted within the Library or on Library grounds.

5. Recitals, social functions such as wedding receptions, banquets, parties, etc., may not be scheduled in the rooms. Exception may be made for Library or City of Ponca City activities.
6. Sales-related promotions and events of for-profit commercial ventures or services are prohibited. Private business may not engage in or solicit for their professional services in the public meeting rooms. Exceptions may be made for vendors of library-related equipment or materials. Disregard of this condition will result in immediate termination of room use privileges.
7. Tobacco use, alcohol, weapons, and non-assistive animals are prohibited anywhere in the Library. **See also, Sec 21 O.S. § 1247**
8. No admission fees may be charged. Library-related activities may be exempted from this provision.
9. The blinds must remain open at all times. Doors must remain unlocked at all times.
10. Directional signs may not be attached to any part of the building or on the Library lawn. It is the responsibility of the sponsoring group to provide directions.

### ***Scheduling***

1. Organizational representatives must read and sign the policy and guidelines before they use the meeting room. The signee is liable for damages incurred during the use of the room.
2. The organization is responsible for ensuring that the room is left with tables and chairs picked up and moved to a storage position.
3. Organizations may only have one reservation at a time. Exceptions may be made for programs requiring advance publicity. In these cases, written requests must be presented to the Adult Services Librarian or Youth Services Librarian for consideration.
4. Application for use of the meeting rooms should be made at the Reference Desk.
5. The rooms must be in good order and cleared by:
  - 8:45 PM – Monday, Tuesday, Wednesday, Thursday
  - 5:45 PM – Friday
  - 4:45 PM – Saturday, Sunday (when applicable)Repeated refusal to clear the room on time may cause privileges to be revoked.

6. Light refreshments may be served in the meeting rooms.

### ***Fees***

Meeting Rooms are available free of charge with the following exceptions:

- Organizations will be charged for any additional cleaning required.
- Organizations will be charged for repair or replacement of damaged equipment, carpets, walls, paintings, etc.

The Library will select contractor or cleaning service.

### ***Equipment and Services***

AV equipment is available on a first come, first serve basis. Arrangements must be made with the Reference Librarian for reservation of these items. All items must be checked out. For clarification, see also **AV Policy**.

Please make arrangements to reserve these materials prior to the day of the scheduled event. Availability is not guaranteed without prior reservations. Organizations may bring their own equipment.

A screen, podium, videoconferencing unit, and an American Flag are available in the Programming Room. A portable videoconferencing unit and wall mounted screen are available in the Board Room.

Extension cords, easels, paper, overhead pens, flip charts, refreshments, a portable video conference/screen, etc. are the responsibility of the organizations using the room.

City Wi-Fi is available in the Programming Room but connectivity is not guaranteed.

Faxes, phones calls, cell phones, and messages: The Library staff cannot provide professional secretarial services to organizations using the meeting rooms. Staff is not responsible for providing non-City organizations with copies, faxes, or telephone messaging services. Organizations should refrain from distributing the Library telephone number as a contact number for information unless arrangements have been made at the reference desk prior to the scheduled event. Staff members routinely verify meeting times, and dates. Cell phones may be used in the meeting rooms, except during Library sponsored activities.

### ***Misuse of the Meeting Room***

Misuse of the meeting room, Library staff, or contents of the building will result in termination of meeting room use. Matters of misuse conduct may be defined as:

- Physical damage to the building, equipment, and contents.

- Failure to follow Library meeting room policies and general library behavior policies including abiding by room closing time
- Failure to leave the rooms in good condition.
- Excessive noise or activity which might disturb library patrons or interfere with staff duties.
- Refusal to comply with the Directors of Library staff in the performance of their duties.

Matters relating to termination of privileges will be addressed by the Adult Services Librarian and the Library Director.

For clarification, see also **CPS # 8 (July 2015) Public Forum Policy and Land use of Ponca City.**