



MEETING SPACE USE POLICY

Prairie-River Library District

Introduction

When meeting space in Prairie River Library District Branches (PRLD) is not being used by the Library or Library related organizations, such meeting space will be available for public use, subject to compliance with this Meeting Space Usage Policy.

Prairie River Library District branches offer free use of such meeting space by groups and organizations for meetings and events that serve an educational, cultural, civic, or recreational purpose. Library meeting space is intended to be used to benefit the public. As such, Prairie River Library District does not allow meeting space to be used for commercial or business purposes.

Reservations

A group or organization wishing to reserve meeting space for use during normal branch operating hours shall complete and submit the Meeting Space Reservation Request and Agreement to the Library at least two (2) business days prior to the requested date of the meeting or event. Meeting Spaces may be used on a walk-in basis, at the discretion of the senior staff member on site or the Director.

A group or organization wishing to reserve meeting space for use after hours (i.e., outside of the branch's normal operating hours) shall complete and submit the Reservation Agreement to the Library at least (14) business days prior to the requested date of the meeting or event. Meeting space may be reserved three months in advance.

A reservation may only be made by a person who is eighteen (18) years of age or older. An organization wishing to reserve meeting space shall designate a contact person for such group or organization. The person who signs the Reservation Agreement shall accept responsibility for such meeting space reservation and shall be in attendance at such meeting or event.

A reservation is not final until it is approved by the location's Branch Manager or the Prairie River Library District Director. Library-sponsored activities are given priority in scheduling the use of the rooms at all times. Groups are welcome to schedule up to three months in advance but if a library need arises, the group may be asked to reschedule.

In addition to any other rules and conditions of use set forth in this Policy, the following rules and conditions of use shall apply to the use of Library meeting spaces. Such rules and conditions of use shall apply to all persons, groups, and organizations that use Prairie River Library District meeting spaces.

1. Meetings or events that are not sponsored by Prairie River Library District shall be free to those who attend and open to the general public. This means that any member of the public who sees a meeting or event taking place may enter and participate. This does not apply to individual reservations.
2. Events to be held at the branch must occur in a meeting space that can be reserved.
3. Religious worship services are not allowed. Discussion or study groups studying religious topics are allowed.
4. Social gatherings and personal events, such as showers, parties, weddings, and receptions are not allowed.
5. Items shall not be sold in meeting spaces; provided, however, that Library-sponsored groups may sell items when the proceeds benefit the Library (e.g., Friends of the Library book sales) – subject to prior approval from the Branch Manager and Prairie River Library District Director.
6. The ordinary use of furniture and fixtures located in meeting spaces is allowed, including the use of tables and chairs.
7. Library staff are not responsible for arranging or setting up furniture. The person who signs the Reservation Agreement shall be responsible for cleaning up such meeting space and placing all tables, chairs, and other furniture back in their original locations or in a storage room(s), if required by the branch. The time needed for set-up and clean-up shall be considered when reserving meeting space.
8. The use of the branch's Wi-Fi is allowed.
9. Food and drinks may be consumed, and catering may be allowed, in meeting spaces with prior approval from the Library Director or branch manager. However, cooking or food preparation in meeting spaces is not allowed. If catering requires the use of kerosene, canned heat, or other flammable heat sources, then prior approval from the Prairie River Library District Director or Branch Manager shall be given in order to use such heat source(s). All catering and food and drink consumption shall comply with health laws. Note that the Prairie River Library nor its branches provide catering services.
10. Any signage being used for an event may only be displayed in the reserved meeting area to face the attendees of the event and may not be placed on the outside of the Branch Building. Signage must be removed at the end of the event.
11. Library staff will not take messages for persons who use the meeting space.
12. The number of persons in a meeting space shall not exceed the maximum capacity for such space, as determined by the Fire Marshall.
13. Alcoholic beverages may be served and/or consumed only for Prairie River Library District fundraising
14. events, subject to the issuance of any required alcohol permits, compliance with the insurance requirements set forth in the After-Hour Use section in this Policy, and prior approval from the Prairie River Library District Director or their Designee. Prairie River Library District does not possess a license to serve alcoholic beverages.
15. Filming within the Branch for commercial purposes is prohibited.
16. The person, group, or organization that reserves meeting space is responsible for providing their own supplies, such as paper, pencils, and markers.
17. Certain technology may be provided by the Branch, subject to prior approval from the Library Director or Branch Manager.
18. An application to reserve meeting space may be denied or revoked when the person, group, or organization that reserves meeting space:
 - Has an illegal or hazardous purpose;
 - Charges a fee to those who attend the meeting or event;
 - Includes false information in the Reservation Agreement;

- Engages in conduct that interferes with the proper functioning of the branch (e.g., conduct that produces excessive noise or that requires the use of a significant portion of available public parking);
- Fails to notify the Branch of cancellations of meetings or events on two (2) or more occasions; and/or
- Fails to follow this Policy or any other applicable Prairie River Library District Policy.

Cancellations

The Prairie River Library District Branch shall be given at least twenty-four (24) hours advance notice of cancellation.

Failure to notify the Branch within such timeframe on two (2) or more occasions may result in loss of future meeting space privileges. Prairie River Library District reserves the right to cancel reservations when unforeseen circumstances occur, such as power outages, adverse weather conditions, or conflicts with Prairie River Library District-sponsored meetings or events.

Endorsement

Use of Branch meeting space shall not constitute an endorsement or sponsorship by the Prairie River Library District of a meeting, event, or point of view expressed. An advertisement or announcement implying such an endorsement shall not be allowed. An advertisement or announcement (or other form of publicity) that uses the name of the Branch and/or Prairie River Library District shall only use the name of the Branch to indicate the location of the meeting or event and the following disclaimer shall be included on such advertisement or announcement (or other form of publicity):

“The views or information shared at this event are not endorsed by Prairie River Library District”

Prairie River Library District’s logo shall not be used in any advertisement, announcement, or other form of publicity. In addition, a group or organization reserving meeting space shall not: use Prairie River Library District or any branch name or address as its headquarters or as the official address of such group or organization, excluding recognized Prairie River Library District Friends of the Library groups. Additionally, the use of the Branch’s address or telephone number for meeting or event registration purposes is prohibited.

Damages

Prairie River Library District nor any of its Branches shall not be responsible for any lost or damaged property. The person who signed the Reservation Agreement shall be responsible for paying for any damages that occur when the meeting space is used. Damages may result in the loss of future meeting space privileges.

Violations

Misuse of Branch meeting space and/or failure to abide by this Policy or the Reservation Agreement may result in being trespassed from the Branch and/or a loss of meeting space privileges for the length of time determined by the Prairie River Library District Director.

Telehealth Spaces

In the case of telehealth use in designated telehealth spaces, Prairie River Library District nor any of its branches are involved in providing information and is not responsible or liable to the user or the health service provider. The use of telehealth spaces may not interfere with the normal operation of the library.

Telehealth booth may be used for health-related appointments conducted by:

1. Videoconferencing
2. Still (high-quality photo) images
3. Telephone conference

Telehealth spaces may be utilized for non-health activities that require additional privacy, including but not limited to virtual court, supervised visitation, job interviews, and exams. Telehealth spaces may not be used as a study room.

Reservations

1. Reservations may be made up to 30 days in advance.
2. Requests are not considered booked until approved by the branch manager on location.
3. Telehealth space is available during regular library hours and must be vacated fifteen (15) minutes before closing time. Set-up and clean-up times must be included in the reserved time.

Cancellations

Excessive no-shows or cancellations may result in further requests by an individual to be declined. Reservations are considered no-show if the telehealth booth is not occupied within fifteen (15) minutes of the reservation. If necessary, the library reserves the right to change or cancel reservations.

Conduct

Individuals are responsible for conducting their appointment in an orderly fashion, to keep noise to a reasonable level. Individuals who fail to observe the general requirements and responsibilities for the use of the telehealth space may be suspended for a period of time designated by the Branch Manager or Prairie River Library District Director.

Liability

Prairie River Library District does not assume any liability for groups or individuals attending telehealth appointments in the library, nor for equipment, supplies, materials, or any personal possessions owned by them. Individuals using the facilities acknowledge and agree they are liable for any damage to Prairie River Library District equipment or to the booth caused by misuse, carelessness, or other such acts or omissions.

There are potential risks to this technology, including interruptions, unauthorized access, and

technical difficulties and that you or your healthcare provider can discontinue the telehealth appointment at any time if it is felt that the videoconferencing connections are not adequate for the situation. Use of telehealth spaces is solely at the discretion of the individual, who agrees to hold the library harmless in all matters related to their use. Prairie River Library District provides a venue for telehealth appointments and is not responsible for any non-HIPAA-compliant software used during appointments. While telehealth spaces have been designed for enhanced sound and visual privacy, the booth is located in a public space, and complete privacy, especially when entering/exiting the space, cannot be guaranteed.

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