

EASTERN OKLAHOMA DISTRICT LIBRARY SYSTEM

MEETING ROOM POLICY

The Meeting rooms of the Eastern Oklahoma District Library System facilities are primarily intended to support the goals of the public libraries of the System. Our Vision is to create a welcoming library that inspires imagination and ideas. In providing free meeting space for public use, the libraries of the System support the American Library Association's Library Bill of Rights, which states:

“Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations.”

REGULATIONS REGARDING USE OF THE MEETING ROOMS

EODLS provides Large Meeting rooms which seat more than ten people and Small Meeting rooms which seat ten people or less.

1. All meetings in the Large Meeting rooms must be open to the public.
2. Organizations and Businesses may book meeting rooms. Individuals may book Small Meeting rooms.
3. Individuals, Organizations and Businesses may have up to four pending reservations. A meeting date may be booked up to a year in advance.
4. Open Meeting Rooms may be used on a first come – first served basis. Users must check-in with the library before they assume the room is available. Users understand that a time limit on the space's use will be enforced.
5. There will be no charge to groups for the use of the meeting rooms provided it is left in the condition in which it was found. Donations are accepted.
6. No admission charge may be made for any function held in the library's meeting rooms.
7. Alcohol, tobacco use and vaping are not permitted in EODLS libraries.
8. Library rooms will not be reserved to groups for activities that are likely to disturb regular library functions, i.e. playing loud music or making loud noises. All activities must be contained in the meeting room.
9. All groups are responsible for the repair or replacement of missing or damaged equipment or facilities.

10. The Library reserves the right to refuse future use of the meeting rooms to any group that violates any of the above regulations.
11. Programs sponsored or co-sponsored by the Library are exempt from the rules as outlined above.
12. The Library and/or Library System's programs are given precedence. The Library reserves the right to reschedule other meetings when the rooms are needed for Library purposes.

LIABILITY

The Eastern Oklahoma District Library System and the individual libraries are *not responsible* for accidents, injury or loss of individual property while using library facilities.

Use of the library meeting rooms by any group in no way constitutes endorsement of that group's policies or activities by the branch or the Eastern Oklahoma District Library System.

Eastern Oklahoma District Library System

Application for Use of Meeting Room

Date of Application _____

Date Requested _____

Time Requested _____

Name of Group: _____

Purpose of Meeting: _____

Contact Person _____

Address _____

Telephone: cell _____ home _____

E-mail _____

Equipment Required: (if available)

Chairs (number) _____ Tables (number) _____ Lectern _____

Groups are responsible for room set-up.

Will additional time for set up be needed? YES _____ NO _____

How much time? _____

Groups are expected to leave the room in the same condition in which it was found.

After hour key use requires a library card in good standing.

The undersigned, on behalf of the organization, has read and agrees to comply with the policy and procedures governing public use of library meeting rooms. The applicant also accepts full responsibility for any damage to facilities or equipment and agrees to confine the organizations' activities to the assigned room.

Employee taking Application

Signature of Applicant

EASTERN OKLAHOMA DISTRICT LIBRARY SYSTEM
Appeal of Meeting Room Refusal

Date _____ Branch _____

Name of Organization _____

President or Representative making request _____

Contact #s Phone _____ E-mail _____

Address _____

City State ZIP

Check a blank to discuss the specific rule that is the basis of your appeal.

_____ 1. Open to the public. Explain how your meeting meets this criteria.

_____ 2. There is no charge for the event/function.

_____ 3. Activity *is not* a social event.

_____ 4. Meets booking rule of no more than one year ahead, and not more than one year in advance

_____ 5. Protest is for reasons other than those listed above. Explain.

Thank you for your comments. Turn this form in for consideration of your appeal. A person at the Library desk will take the information and forward it to the Manager who will consider it and make a response to you within 7 days. If the matter cannot be resolved, you may request that it be referred to the EODLS Board for a ruling. The ruling of the Board is the final determination on this appeal.