

BP 8010 - Meeting and Study Rooms including Exhibit Display Spaces

Purpose

The purpose of the administrative *Board* policy is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the *Library* is responsible for developing consistent guidelines for adequate service operations.

Guidelines that Involve the Reservation of Meeting and Study Rooms including Exhibit Displays

In collaboration with the American Library Association (ALA), the *Library* advocates and endorses ALA's Library Bill of Rights and its subsequent revisions and interpretations. The *Library* also encourages research and study by maintaining a public service environment that is conducive to lifelong learning, reading and literature. These guidelines have been established to affirm that the *Library* seeks to serve as a community forum for information and ideas.

The following guidelines have also been established to guide service operations and meet the diverse needs of the community:

- 1) The meeting and study rooms including exhibit display spaces shall not constitute the *Library's* advocacy or endorsement of viewpoints expressed by the individual, group or organization;
- 2) The community of library users shall be expected to behave in an appropriate, courteous and responsible manner to preserve the facility, environment and its collection;
- 3) The *Library* shall reserve the right to determine and regulate the nature and extent of its use and / or involvement by declining, changing or canceling requests for meeting and study rooms including exhibit display;
- 4) Individuals, groups and organizations shall agree to indemnify, defend and hold harmless the *Library* and its agents, officers personnel and patrons from and against claims, costs, demands, expenses, suits, actions that arise, result and accrue from negligence or misconduct on behalf of the exhibitor including:
 - a) Omission or errors of the individual, group or organization that results in or relate to injury or damage to person or property that may arise out of, or be caused either proximately or remotely, wholly or in part, from the individual's, group's or organization's use of meeting or study rooms including exhibit display space
- 5) Groups and organizations shall be allowed to use rooms and display exhibits for civic, cultural, educational or intellectual activities;
- 6) Rooms shall be used for meetings and events including *Library* sponsored or co-sponsored programs;
- 7) Failure to comply with policy and procedures related to meeting and study rooms including exhibit display space may result in the denial of subsequent requests;
- 8) Meeting rooms including its exhibit display space shall prohibit activities related to private individuals and / or commercial purpose that involve products or services including private social occasions;
- 9) Study rooms shall also restrict activities related to commercial involvement that relates to products or services including private social occasions;
- 10) Responsible parties for meeting room applications and study room occupants shall be financially responsible and liable for damages to meeting or study rooms including exhibit display space as a result of use; and
- 11) Responsible parties that reserve meeting or study rooms assume full liability and responsibility for the conduct of its attendees