

LIBRARY MEETING ROOMS

The Ouachita Parish Public Library has meeting rooms at the Main Library, the Ouachita Valley Branch, the Anna Meyer Branch, the West Monroe Branch, the Carver-McDonald Branch, the West Ouachita Branch, the Louise Williams Branch, the Sterlington Memorial Branch, the Ollie Burns Branch and the Cpl. JR Searcy Memorial Branch. These rooms are dedicated first to library-sponsored meetings. If the library is not using the rooms, they may be booked by organizations in the following classifications:

Organizations of a cultural, educational, historical, altruistic, religious, fraternal, professional, horticultural, hobby or similar nature, subject to the approval of the library director. In order to use the meeting rooms, applications must be submitted and approved by the Library Director in advance of the meeting date. An application form may be obtained from the Administrative Offices of the Director or from the Librarian of any branch.

Meeting rooms are to be made available to all. No single group may dominate any room, as meeting rooms are not intended to be permanent or long-term commitments restricting access of others. Therefore, a group may book a meeting room once per month, system-wide, for four months in advance, and thereafter may be pre-empted by another group wishing to use the room on a one-time basis with one-month's notice. The library has priority with regard to use of the meeting rooms. With one month's notice, any group may be moved or re-scheduled should a room be needed by the library. Groups wishing to use the meeting room must seek prior approval through the Director for the room as well as any PR materials to be used.

Adults only may book meeting rooms. If teen-agers or children are to be present an adult must be responsible, in charge of, and present during the entire meeting.

The meeting rooms may not be used for commercial purposes where merchandise is sold, but may be used for instruction and education of personnel. Any group using the rooms may charge no admittance fee.

The library director may consider each application on its own merits, i.e., governmental agencies.

GENERAL INSTRUCTIONS

Meetings held must not be allowed or disallowed solely on the basis of race, creed or national origin, provided that the meeting falls into the category of approved type of organization.

People using the meeting rooms are reminded that the first function of the library is to provide a quiet atmosphere conducive to study and research for its patrons.

Meetings of a disorderly or noisy nature will not be allowed.

Organizations renting the rooms must not give the impression in their publicity **or signage** that the library is sponsoring the meeting. If this occurs, a warning from the Board will be given. A second offense is grounds for refusal to rent the room to this organization.

LIBRARY MEETING ROOMS (continued)

The Ouachita Parish Public Library is not responsible for the opinions and beliefs of organizations using the meeting rooms. Allowing a group or club to use the room in no way entails sponsorship of the organization or meeting.

If a group or an organization damages the room or causes damage to the library building, the organization and applicant shall be responsible for payment of repairs. Groups or clubs that abuse meeting rooms will be denied further use of the rooms on the recommendation of the Librarian to the Board of Control.

Copies of this policy shall be given to each group or person who applies for use of the room.

FEES

Fees for the use of the room are:

Use of meeting room.....	\$15
Room with use of AV equipment.....	\$20
Use of meeting room and kitchen.....	\$45
Room with use of kitchen and AV equipment.....	\$50

All fees must be paid when booking the room. Groups should not expect to be admitted to the meeting room on the day of the meeting if the appropriate fees have not been paid.

REFRESHMENTS

Only light refreshments may be served. Only coffee, tea or other hot beverages may be prepared in the kitchen facilities. Food items may be re-heated if necessary using the microwave. Any other light refreshments must be prepared before being brought to the library.

EQUIPMENT

AV equipment (projector system, public address system, screen, etc.) needed should be reserved by indicating that the equipment will be needed on the meeting room reservation form and by paying the additional AV fee listed on the form.

Kitchen equipment including the refrigerator, microwave, coffee maker and utensils may be utilized with payment of the kitchen fee. Any items belonging to the library must be washed and returned to their proper place after use. Kitchen equipment and facilities must be left clean and in good order after use. The library will provide paper towels and a trash receptacle with bags for trash. Any other paper products, utensils, serving dishes, table cloths, cleaning products, etc. must be provided by the group using the room and kitchen facilities.

It is the responsibility of the person making the room reservation to inform the Branch Librarian and to list on the meeting room application form what facilities and/or AV equipment is needed and the approximate number of attendees when reserving the room.

No meeting room equipment is to be loaned for use outside the library. This applies to all other library equipment and furniture also.

CAPACITY OF MEETING ROOMS

Main Library.....	100
Ouachita Valley....	100
Louise Williams...	100
Ollie Burns.....	100
Searcy Memorial...	100
West Monroe.....	85
Sterlington.....	85
West Ouachita.....	50
Anna Meyer.....	40
Carver-McDonald....	20

Groups that expect to have a larger attendance than the stated capacity should not book the room. If the room is over-crowded beyond capacity, the librarian is authorized not to rent to that group again.

Small groups for program planning or conferences may use conference rooms. The conference rooms may be reserved when they are not being used for library purposes. No more than fifteen (15) people may use the conference room at the Main Library, no more than twelve (12) may use the conference rooms at Ollie Burns and Searcy Memorial and no more than six (6) and four (4), respectively, at the two small meeting/study rooms at West Ouachita. Arrangements to use these conference rooms must be made at the Branch with the person in charge of booking the room.

LIBRARY SPONSORED MEETINGS

Meetings sponsored by the library, such as story hours, book reviews, etc., shall be open to all citizens of the parish. At the Director's discretion, authors may sell their works in connection with signings or programs sponsored by the library or Friends of the Library.

ADA REQUIREMENTS

Groups using the meeting room are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices. Sample statement for publicity: *If you need an interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization) one week in advance of program or meeting.*

PIANO RECITALS

Music teachers or University music majors may book the Louis Lock Room of the Main Library or the Mrs. Josephine McClendon Faulk Room of the Ouachita Valley Library for piano recitals under the following conditions:

1. The recital must be given at the hours specified for regular meetings.
2. The total of performers and audience shall not be more than 100 people.
3. A fee of \$25.00 shall be charged for the use of the room and the piano. This includes one practice session.
4. If refreshments are served, the fee will be \$30.00 total.
5. The teacher is responsible for seeing that the performers do not roam around the library and disturb library patrons.
6. An application must be made to the library director for each recital planned.
7. All rules and regulation in the original policy are to be observed.

Music clubs with adult sponsors may book these two rooms. The library director will determine charges.

Approved 01/09/03
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