

CARVER COUNTY LIBRARY
BOARD POLICY

Section: LB 19
Page 1 of 2

MEETING ROOM

Date Approved: 11/8/2022
Previous Policy Dated: 01/14/2020
Review Date: 11/2025

The Carver County Library provides free meeting room space for groups for educational, cultural, civic, and recreational purposes subject to the conditions outlined below. Individuals may also use some meeting rooms for occasional use. In making such rooms available, the Library meets the standards set forth in the Library Bill of Rights (LB 18).

The Library also provides study rooms when space is available. These rooms are available on a first come, first served basis.

All meetings held in Library facilities must be open to the public with the exceptions described in this policy. Making a room available to a group or individual does not imply Library endorsement of the content or speakers at programs held at the library. The name of the Library may not be used in any publicity for non-library sponsored meetings except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

The Library reserves the right to decline use of the meeting rooms for any activity or meeting which would materially and substantially interfere with the proper function of the library. Activities or meetings that can create excessive noise or a significant safety hazard are not allowed. All people attending meetings at the library are subject to the Public Conduct in the Library (LB 23) policy.

A group or individual requesting the use of a meeting room must designate one person to be responsible for the activities in the room. Any group or individual who abuses the meeting room privilege can be denied future use of the meeting rooms.

MEETING ROOM AVAILABILITY

- Priority will be given to Library sponsored and co-sponsored programs and activities, to officials of the city in which the library is located, then to Carver County departments and units, followed by requests from the general public.
- Free meeting rooms will be reserved on an occasional basis. It is not the intent of Carver County Library to provide space permanently or frequently to support the primary activities of a group or an organization.

- Free meeting rooms are not available for commercial purposes, fund raising, sale of items, or perceived and/or actual solicitation of any products or services. Exceptions shall be:
 - programs or sales conducted by non-profit library or community groups such as Friends of the Library or Library Foundation of which the proceeds or a percentage thereof will directly benefit the library.
 - sale of material directly related to library sponsored programs that have had prior approval of the Library Director.

- Meeting rooms are available hours the library is open or by special arrangement.

MEETING ROOM FEES

- No fee will be charged to non-profit groups which do not charge a fee to attend the meeting.

- A fee will be charged to profit making groups in accordance with Library's Fines and Fee for Service policy (LB25).

The Library Director, with Library Board approval, establishes and publishes specific regulations and guidelines based on this policy. The Library Director reviews meeting room fees every year and makes recommendations regarding adjustments to the Library Board for evaluation and forwards changes to the Board of County Commissioners for final disposition.