

Meeting Room Policy

Mid-Mississippi Regional Library System

Purpose

Mid-MS Regional Library System (MMRLS) offers free use of meeting rooms for community gatherings, meetings, and programs of local interest at select MMRLS libraries* in our five-county service area (Attala, Holmes, Leake, Montgomery, and Winston Counties).

Policy and Guidelines

MMRLS policies and procedures governing the use of library meeting spaces are made in accordance with Article VI of the American Library Association's Library Bill of Rights.

MMRLS programs, staff meetings, and sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs, staff training, and events. Cancellations by the group or the library should be made at least 24 hours before the meeting date.

The use of meeting rooms is granted on a first-reserved basis. Meeting rooms may be reserved with at least one week's notice or up to six months in advance. If available, meeting rooms may also be assigned to walk-in requests. Only one meeting at a time may be scheduled to encourage the most equitable use of meeting rooms. After a meeting is completed, a group may schedule another meeting if the space is available at the desired time.

MMRLS meeting rooms are subject to state regulations and are considered public facilities. As such, library meeting rooms are unavailable to individuals, businesses, or corporations for commercial or for-profit ventures. To be eligible to use a meeting room, any group or organization must be nonprofit and should include three or more individuals. Individuals or small study groups may be permitted to use the meeting room for quiet study, but community groups will be given priority when the librarian considers requests for use.

All meetings must be open to the public. The meeting's conduct must not interfere with the proper functioning of the library, such as meetings requiring a significant portion of available public parking or activities that produce excessive noise.

No admission fees may be charged, and no donations of money or other property may be solicited or collected from attendees. No promotions, sales, or solicitation of future sales of services, products, merchandise, materials, or other items are allowed.

In addition, the following non-library-sponsored activities are prohibited in MMRLS meeting room spaces:

- Social gatherings such as showers, birthday parties, dances, etc.
- Political rallies or campaigns for specific partisan political issues or candidates.
- Direct healthcare services including examinations, hands-on demonstrations, or treatments.
- Religious/church/worship services or ceremonies (though religious study groups are permitted).
- Other events considered by the executive director or administrative board of trustees to be contrary to the purpose of this policy or mission of the Mid-Mississippi Regional Library System.

Sales of services, products, merchandise, materials, items, or solicitations for donations for a library-sponsored program or event or on behalf of the Friends of Library, are permitted with approval by the branch manager. (i.e., book sale, bake sale, a published author may sell their published books, etc.).

Meeting Room Use

Meeting rooms are available during regular operating hours. MMRLS cardholders 18 or older with an account in good standing may reserve a meeting room by submitting a Meeting Room Application at the branch where the proposed meeting will be held. The cardholder is considered the group's official representative, shall be responsible for seeing that library policies are observed and communicated to the group, and must agree to pay any associated fees.

Meetings must adjourn 15 minutes before closing, and rooms must be vacated by closing time. Closing times vary by location. The length of time that a meeting room is reserved must include time for setting up and returning the room to the room's original arrangement and condition.

Prior authorization is required when a meeting is proposed outside library hours. Such meetings are only possible at locations with separate outside access to the meeting room and are subject to approval by the location's branch manager.

Food and drink are permitted during meetings and events. The preparation of food will be dependent upon the physical facilities of the meeting room. Kitchen facilities are available at some branch locations. Food is to be served and consumed in the meeting room only. Alcoholic beverages are prohibited.

Library staff is not responsible for meeting set up or cleaning. The cardholder making a room reservation will be responsible and financially liable for any cost incurred by the library to restore a meeting room to its original condition, including staff time. Examples include proper disposal of food or other waste, restacking chairs and tables, setting off the library alarm, damaging physical property or equipment, cleaning the carpet, etc. Should cleaning by library staff be required after the use of a meeting room, a minimum cleaning fee of \$50.00 will be charged.

In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity. With prior approval, groups may post signs in library-approved locations.

Tables and chairs are available at each location. Audio/video equipment is available at select library locations, subject to availability and approval. No other equipment is provided.

The cardholder or another responsible adult aged 18 years or older must always be present when youth groups use the meeting rooms.

Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.

All groups, clubs, entities, or individuals using a library meeting room must comply with these rules and the MMRLS Standards of Customer Conduct. Failure to abide by the rules may lead to the exclusion of individuals from library premises and/or loss of future meeting room use privileges.

The library is not responsible for the theft, loss, or damage to property, or injury to persons, resulting from the use of its meeting rooms.

Any applicant denied use of a library meeting room may appeal the denial in writing to the MMRLS Executive Director. After review, the applicant will receive a written response at the mailing or email address provided on the appeal.

*Note: The policies of the Town of Kilmichael and the City of Walnut Grove govern meeting rooms at the Kilmichael Public Library and Walnut Grove Public Library. Please contact these municipalities for scheduling and questions.



Meeting Room Application

Name of Contact Person/Cardholder

Library Card Number

Name of Organization

Contact Phone Number

Address

Email Address

Date of Event

Start Time:

End Time:

Expected Attendance:

Title, Subject, and Purpose of Meeting (Use back if necessary):

Do you require library A/V equipment?
(Subject to availability)

Will you be serving refreshments at your meeting?

Yes No

Yes No

Eligibility for the use of MMRLS Meeting Rooms require agreeing to the following (check all):

I have read and will comply with the MMRLS Meeting Room Policy

Our meeting is free and open to the public

My group is non-profit and will not use the meeting room for commercial or for-profit activities

I understand I am responsible for paying fees associated with damage/cleaning resulting from our use of the meeting room

Signature of Cardholder and Date

STAFF ONLY: Branch Manager Approval and Date