

SUBJECT: LIBRARY MEETING SPACES

EFFECTIVE: July 1, 2018

SUGGESTED REVIEW: 5 YEAR

**1. PURPOSE:**

- A. Temple Terrace Public Library's meeting spaces are intended to be used for library related functions. The library encourages other citizens and community group access to those rooms as part of a program of service to further the library's objectives.
- B. The library's objectives are to promote lifelong learning, enhance quality of life, encourage individual intellectual freedom and broaden horizons for all.
- C. Use of meeting spaces shall have the following priority:
  - 1) Early voting coordinated in conjunction with the Hillsborough County Supervisor of Elections Office which preempts all other uses.
  - 2) Library sponsored or co-sponsored programs.
  - 3) Organizations in partnership with the Library, including Friends of the Library and the Hillsborough Literacy Council.
  - 4) Individuals, community groups, non-profit organizations and other qualified governmental agencies.
- D. The Library reserves the right to deny meeting space access to any group pursuant to this policy.

**2. POLICY:**

- A. All use of meeting spaces must be free and open to the public.
- B. Meeting spaces may only be used by individuals, community groups, or non-profit organizations that do not unlawfully discriminate in their membership practices. Persons, groups, corporations or other legal entities engaging in any commercial activities or for-profit transactions may not utilize meeting spaces.
- C. Library staff may request proof of non-profit status and will follow-up with appropriate local, state, or federal agencies for verification of this status.
- D. No sale of items, solicitation or selling of goods or services, or fund raising activities directed toward the public may take place in meeting rooms and/or community rooms unless the individual, community group, or non-profit organization is acting as a co-sponsor or partner for a library program, event or service.
- E. Meeting spaces are not available for private social gatherings (parties, weddings, bridal, baby showers, family reunions, graduation ceremonies, etc.)

- F. Use of this facility is governed by the City of Temple Terrace Library Board.
- G. The individual completing the Application for Use of Library Meeting Spaces (Application) must be a Hillsborough County resident and have a current Temple Terrace or Hillsborough County Library card in good standing with no outstanding fines or fees. Those residents without a library card are encouraged to apply for one.
- H. All persons attending meetings must conform to guidelines set forth in the Library's Code of Conduct.
- I. The City of Temple Terrace, Temple Terrace Public Library, and the City of Temple Terrace Library Board, neither endorse, approve nor disapprove the aims, policies, viewpoints or activities of groups utilizing meeting spaces.
- J. Individuals, community groups and non-profit organizations may not reserve meeting spaces more than once in a three month period nor more than two months in advance to ensure fair availability to all citizens.
- K. Walk-in requests for immediate use of meeting spaces are based on availability and compliance with this policy.
- L. Audio, computer, visual, sound and lighting systems, including cables, must be provided by the individual, community group, or non-profit organization using the room.
- M. Meetings must be scheduled to take place within regular library hours of operation and must end at least 15 minutes prior to closing time.
- N. Meeting spaces must be left in the same condition and arrangement in which they are found prior to usage. Responsibility for any damage to property or loss of library equipment must be assumed by the individual, community group, or non-profit organization using the room.
- O. Accidents are to be reported immediately to library staff.
- P. Library staff may attend or observe any meeting or any program at any time.
- Q. The name, address and /or phone number of the Temple Terrace Public Library may not be used as the address or headquarters of any group. No individual, community group or non-profit organization may imply library sponsorship agreement without prior approval, and such approval shall be in accordance with library policy.
- R. The individual, community group or non-profit organization using the meeting space is responsible for its own publicity.
- S. Individuals, groups or businesses using the meeting spaces must save, defend, and hold the City of Temple Terrace, its officers, agents and employees, and the Temple Terrace Library Board, harmless from any claim or injury to themselves or others.

### **3. PROCEDURE:**

- A. Applications:
  - 1) Individuals, community groups or non-profit organizations wishing to reserve meeting space must submit a completed application with sufficient processing time, usually two to three business days. Last minute requests will be considered on an individual basis and handled appropriately.

- 2) All submitted applications are reviewed prior to confirmation of a reservation.
- 3) Individuals, community groups or non-profit organizations will be notified of the status of their application.

B. Cancellations:

- 1) The library retains the right to cancel a meeting space reservation in the event of a scheduling conflict with a library activity or co-sponsored program or if conditions arise that affect the safety, health or operation of the library.
- 2) Individuals, community groups or non-profit organizations holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting space for use by others. Failure to provide notice of cancellation on more than two occasions could result in denial of future use.

C. Use Limitations:

- 1) Fire Marshal's maximum occupancy limits cannot be exceeded.
- 2) Individuals, community groups or non-profit organizations must check in with library staff on first arrival for any meeting and provide them with an attendance count before departure.
- 3) Refreshments are NOT allowed in the Robbins Family Conference Room. Refreshments other than dry snacks and beverages in covered containers are not permitted in the Meeting Room unless permission has been granted. Individuals, community groups, or non-profit organizations wishing to bring refreshments must complete and submit a Food & Beverage Permission Addendum and will be assessed a non-refundable cleaning fee. Payment of the fee must be made prior to use of the room. Applicants should retain receipt for proof of payment. Failure to obtain an approved Food & Beverage Permission Addendum will result in a cleaning fee being assessed as well as possible denial of future use.
- 4) Serving or consumption of alcohol is strictly prohibited.
- 5) Storage space for equipment, supplies, materials, etc. belonging to individuals, community groups, or non-profit organizations cannot be provided by the library.
- 6) Sound amplification in a meeting space must not impede regular operations of the library.
- 7) Copyrighted or commercially produced films, videos and DVD's must have public performance rights in order to be viewed in a meeting space.
- 8) Individuals, community groups or non-profit organizations' activities may not adversely affect library operations.
- 9) Anyone failing to follow the above use limitations is at risk of having their meeting space privileges revoked.

**4. Authority:**

The Temple Terrace Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of the Library and the City Council in respect to all matters pertaining to the public library.

Approved:

Teresa Fraser, Library Division Director

TEMPLE TERRACE PUBLIC LIBRARY  
APPLICATION FOR USE OF MEETING ROOM and ROBBINS ROOM

Date: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Official Name of Group: \_\_\_\_\_

What is the primary purpose of your group?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Program: \_\_\_\_\_ Day of week: \_\_\_\_\_ Time: \_\_\_\_\_

Expected length of program: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Requested room:  Large Meeting Room (50 people maximum capacity)  
 Robbins Conference Room (12 people maximum capacity)

Check here if you will be submitting an addendum form and \$25 fee to request use of food and beverage in the large meeting room. (Note: Request not finalized until application is approved and fee is paid with cash or money order. The addendum is for the large meeting room only. No food may be taken into the conference room.)

Representative Completing Application (adults only):

Name: \_\_\_\_\_ Office held: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I, as an officer of the group, accept responsibility for any damage to the Library as a result of this meeting. Any damage caused during the meeting will be charged to the cardholder's account listed above. By signing below, I am attesting that I have read the Meeting Room Policies, I agree to abide by all regulations stated therein and that my organization does not unlawfully discriminate in its membership policies.*

\_\_\_\_\_  
Signature

.....  
At the conclusion of your meeting, **PLEASE PROVIDE THE LIBRARY WITH THE NUMBER OF PEOPLE WHO ATTENDED.**

# Large Meeting Room Addendum for Use of Food and Beverages

Use this form after your meeting room application is approved to apply for the use of food and/or beverages at your meeting. A non-refundable \$25 cleaning fee will be applied for each approved instance of meeting room use and must be paid in advance with cash or money order.

## Group Information

Name of group: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person's card number\*: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

## Event Information

Date of Program: \_\_\_\_\_ Day of week: \_\_\_\_\_ Time: \_\_\_\_\_

Brief event description:

\_\_\_\_\_

Details of food & beverages being served:

\_\_\_\_\_

*I attest that I have read the meeting room policy and agree to abide by all terms and conditions stated therein.*

*\* The \$25 charge and any applicable damage fees will be placed on the cardholder's account.*

Signature: \_\_\_\_\_

Librarian Use Only: Application Approved: _____ Fee paid date(s): _____
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