

SECTION: B. ADMINISTRATION

POLICY TITLE: 1. USE OF MEETING ROOMS

EFFECTIVE DATE: JUNE 2010 REVISED DATE: JUNE 2024

POLICY:

Volusia County Public Library meeting rooms are primarily used for library programs or for library-sponsored programs in conjunction with Friends of the Library, community partners, government partners, or for other library purposes. The provision of meeting rooms for public use in branch facilities is not the primary mission of the library. Therefore, first priority will be library sponsored activities. Second priority will be library co-sponsored activities or governmental activities. Third priority will be public use for meetings that are open to the public in order of receipt of application.

The Library does not discriminate in providing space on the basis of race, religion, age, gender, national origin, or disability. Granting permission to use the meeting rooms in no way constitutes an endorsement by Volusia County Public Library of any group's activities or beliefs. No use of the meeting rooms will be allowed that is likely to disturb library users in their customary use of library facilities, impede staff in the performance of their duties, or endanger visitors, staff, facilities and/or collection.

The Library reserves the right to change accommodations as necessary. The Library retains the right to cancel a reservation for a meeting room. Whenever possible, at least twenty-four hours' notice will be given if a reservation is to be canceled. Groups holding reservations are requested to notify the library of cancellation at the earliest possible date. Un-cancelled meeting room reservations may result in future meeting room dates being cancelled by library management. Rooms are available for organized group meetings only and will not be available for purely social gatherings.

For security reasons, in some branches, meetings can be held only during regular library hours and meeting rooms must be vacated 30-minutes before closing time.

Individuals and groups using library meeting rooms must follow the library's code of conduct to ensure that library facilities are safe, welcoming, and provide equitable access to materials and services for all visitors. Section A – Library Regulation Manual. No alcoholic beverages may be consumed on library property unless special permits have been obtained and proof of liability insurance covering the County of Volusia has been provided.

Equipment, supplies or personal belongings of a group may not be stored or left in the library. Some audio-visual equipment may be reserved by groups depending on the availability of the desired equipment and if the group can demonstrate the ability to operate the equipment properly and independently. Set up, operation, and return of equipment is the responsibility of the group.

For use of library meeting room space:

An approved application must be on file. All applications must be updated annually. Groups must provide a representative's contact name and telephone number or email address. Incomplete applications will not be accepted.

The group representative signing a meeting room application must have a Volusia County Public Library card in good standing, with a balance of less than \$5.00. This person should make themselves known to the manager of the facility and is responsible for monitoring the conduct of all guests and informing them of the rules by which they must abide. If for any reason the person who signs an application cannot be present the entire meeting for which the room was reserved, they must appoint someone else to be responsible and provide that person's name and contact information to library staff.

No group may schedule a meeting more frequently than once a month per facility. Groups meeting more frequently than once a month (as of the adoption of this revised policy) will be allowed to continue their schedule. Should they discontinue meeting at the library and then reapply to use a meeting room, then they will be restricted to once per month, per the current policy. Recurring reservations may be accepted for up to twelve months; schedule permitting.

All meetings must be open to the public. "Open to the public" means that anyone walking into any meeting held in the library will be able to remain and cannot be asked to leave unless such person's behavior becomes disruptive to the conduct of the meeting.

Attendance must not exceed that limit established for each meeting room by the Fire Marshall.

While on library property, collections may not be taken, donations may not be solicited or taken, dues may not be collected or paid, and no monies may be exchanged or handled on library property. In accordance with the library policy of confidentiality, attendance lists or sign in sheets for meetings can only be voluntary.

Youth groups (through grade 12) must make arrangements through an adult advisor who will be responsible for the group and will be in attendance at the group's meeting for its duration.

All groups are responsible for setup and return of all furniture to its original arrangement and for leaving the room in a neat orderly, undamaged condition. Failure to reset the furniture or clean the room may result in an administrative charge to the group.

All food served to the public must meet County of Volusia Health Department certification standards. Groups are responsible for clean-up. Replacement costs, repair of damages and/or cleanup charges will be charged to the group at cost.

Organizations, such as Friends of the Library groups, non-profit corporations with a 501(c)(3) IRS exemption, or informal groups whose purpose(s) are similar to a 501(c)(3) organization such as charitable, religious, educational, scientific, literary, cultural, or local hobbyist groups, may use the meeting rooms without charge. All other groups may use the meeting rooms for the applicable fee. Fees must be paid in full when the reservation for the meeting room is made.

Fees per hour are:

Size of Room	Fee	Florida Sales Tax	Total Fee:
Small	\$23.37	\$1.63	\$25.00
Medium	\$46.75	\$3.25	\$50.00
Large	\$93.50	\$6.50	\$100.00

In accordance with § 102.031, Florida Statutes, and other applicable laws regulating elections and polling places, library meeting rooms located within designated no solicitation zones are unavailable to persons, political committees, candidates or other groups or organizations soliciting or organized for the purposes of soliciting voters during times when a library facility is serving as a polling place and/or early voting site.

Violation of any of the meeting room policy, as determined by the Regional librarian or library Administration, will result in written notice of cancellation of the group's future meeting privileges as well as a financial assessment for damages incurred.

VOLUSIA COUNTY PUBLIC LIBRARY APPLICATION FOR USE OF A LIBRARY MEETING ROOM

At _____ Library

REQUESTING GROUP INFORMATION:

Official Group Name: _____

Estimated Number in Group: _____

Representative Responsible for Request (Name): _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Library Card Number: _____

Primary Purpose of Group:

Non-Profit 501(c)(3) Acuity Passholder: _____

Passholder Number

Campaign Event Other: _____

Function of Group: _____

MEETING DETAILS:

Room Requested: _____ Day(s) of the Week: _____

Hours: From _____ To _____ Program Start Time: _____

Purpose of Meeting: _____

Requested Meeting Dates (separate dates with commas):

AGREEMENT

I have read and I agree to the terms of the Library Meeting Room Policy

Signature

Date

Needed Library Support (Check all that apply and specify):

- AV Materials/Equipment: _____
- Book Exhibit: _____
- Tour of Library: _____
- Information on Library Services: _____
- Other: _____

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LIBRARY USE ONLY:

Space Available: _____

Charge: _____ Approved Not Approved

Comments: _____

Branch Manager's Signature

Date