



POLICY: Meeting Room Use

Purpose

Establish rules and priorities for the use of meeting rooms within Ilsley Public Library.

Statement of Policy

Providing meeting spaces for individual and group use supports the mission of Ilsley Public Library “to foster public dialogue, build community, and enrich lives.”

Access to meeting and exhibit space shall be made available on "an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use" (“Meeting Rooms, Exhibit Spaces, and Programs,” American Library Association).

The library shall control the time, place, and manner of use of its facilities, provided those arrangements do not discriminate against users based on ideology or speech.

1. Jessica Swift Community Meeting Room

Library programs are the priority for the Jessica Swift Community Meeting Room, but the space may also be reserved for the following kinds of programs:

1. Programs that are free and open to the public.

For programs that are free and open to the public the room may be reserved up to 6 months in advance. There is no fee.

2. Programs that are free but closed to the public.

For programs that are closed to the public the room may be reserved on Sundays, up to three months in advance. A rental fee of \$25 dollars an hour will be charged, not to exceed \$50 for 4 hours. Individuals may reserve the Meeting Room for a maximum of 3 closed programs a year.*

3. Programs that charge for admission, goods, or services.

For programs that charge for admission, goods or services the room may be reserved on Sundays, up to three months in advance. A rental fee of \$50 dollars an hour will be charged, not to exceed \$100 for 4 hours. Organizations may reserve the Meeting Room for a maximum of 3 programs that charge admission, goods, or services a year.*

*Exceptions may be made at the discretion of the Director for educational or cultural programs that further the library’s mission.



2. Small Meeting Rooms

There are two small meeting rooms on the second floor available on a first-come-first-served basis.

3. Other Library Spaces

When the library is open, groups are invited to meet informally in other locations as well, for example in the adult fiction area or in the youth services area, as long as normal library activities are not disrupted. When the library is closed, other spaces in the building are available for public use with the approval of the Director. The Director shall determine whether and how large a fee shall be charged in order to pay staff members to be present.

Sources

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybil>

| (Accessed August 7, 2018) Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

"Meeting Rooms, Exhibit Spaces, and Programs", American Library Association, October 23, 2015.

<http://www.ala.org/advocacy/intfreedom/spaces> (Accessed September 4, 2018) Document ID: c37d826b-a166-c314-998b-1a2d38194a51

Adopted by the Ilsley Public Library Board of Trustees on May 4, 1999

Amended on November 2008

Amended on September, 24, 2018