



# Policy Statement

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October 20, 2022

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## Meeting Room Policy

### Introduction

The primary purpose of library meeting rooms is to provide space for activities and programs related to the Library's Mission and Vision. When not required for library purposes, meeting rooms may be scheduled free-of-charge by non-profits, local community organizations and governmental agencies, subject to the approval of the East Baton Rouge Parish Library Meeting Room Committee.

The Library is committed to making spaces available to the public on a fair and equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. We support free reservable spaces in libraries throughout East Baton Rouge Parish where groups can come together to learn and exchange information and ideas in a commercial-free environment.

### Definitions

The following definitions are applied to the spaces that may be reserved for use by the public. Use regulations may vary depending on the type of space and purpose the space is reserved for.

**Meeting Rooms:** Meeting rooms can be configured in different ways to meet the needs of different types of groups. Best suited for programs and events. Room sizes vary. Maximum room capacities range from 21-195.

**Conference Rooms:** Conference rooms have less flexibility than meeting rooms. Conference room configuration may be fixed. Room sizes vary. Maximum room capacities range from 10-24.

**Collaborative/Study Rooms:** (Can be booked by 14+ library In-Parish card holders in good standing on a first-come-first-served basis.) Collaborative/study rooms have fixed room configurations and are designed for small group conversations, collaborative work, and study. Room sizes vary. Maximum room capacities range from 4 -10.

**Digital Lab:** Our digital labs are available at the Main Library, Greenwell Springs, and River Center Library, and have fixed room configurations and number of computers. They are designed for instructional purposes. Sizes may vary by location. Maximum capacities range from 12-25.

**MakerSpaces:** MakerSpaces are available to book through a separate space management software and are limited to patrons who have completed the required badging classes. (Can be booked by 14+ library In-Parish card holders in good standing.) See MakerSpace User Agreement for additional information. Sizes vary by location.

**Rental Venues:** Three specific spaces at the Main Library and five specific spaces at the River Center Library may be reserved for a fee. These spaces can be booked for commercial or private use and offer additional services and more available hours than any of the other reservable places.

## **Fees**

Rooms throughout the East Baton Rouge Parish Library are reserved free of charge. Fees are assessed for additional services provided and for the rental venues at the Main Library at Goodwood and River Center Library.

Pending room availability, fees may be waived for government entities, local non-profits, the East Baton Rouge Parish Library Board, and the Patrons of the Public Library.

## **Commercial or Non-traditional Use**

Commercial or non-traditional use will be decided on a case-by-case basis. Groups or individuals who wish to reserve a room for private, social, commercial, or promotional use must use the Library's online form to request the use of library facilities. Such use is limited to specific locations and circumstances; rental fees will be assessed. Approval will depend on the Library's capacity to manage the event, as well as how closely the event aligns with the Library's Mission and Vision.

With prior approval, use of Library Meeting Rooms for events such as ticketed luncheons or fund raisers during normal Library Hours is free to local non-profits, unless extra costs are associated with the event. All after-hours events will be charged based on the Library's rental fee rates; a fee schedule will be provided upon request.

### **Commercial Events approved for occasional bookings:**

- Informational seminars to promote a product or business
- Training meetings for staff of a commercial business
- Depositions
- Job fairs
- Sales expos

**Private, Social Events such as weddings, graduations, reunions, showers, and “parties” are PROHIBITED.**

The fact that the East Baton Rouge Parish Library and the Library Board of Control have authorized a group to meet in the Library does not constitute endorsement or sponsorship of the organization or the views expressed by the group as a whole or by individual participants. **Any and all promotional material, including print fliers, postcards, social media posts, or other print, digital, or mainstream media marketing material, MUST include the following statement:**

**"This program is not sponsored or endorsed by the East Baton Rouge Parish Library."**

Use of the library's logo is prohibited on any and all promotional material without written permission from Library Administration.

### **Reservations and Use Limitations**

The public website describes the specific spaces and times that are reservable. Reservable times typically coincide with open library hours. Reservations for the rental venues at the Main Library and the River Center Library may extend beyond normal hours. Additional information on reservations can be found in the Public Space Use Agreement including how far in advance rooms may be reserved.

Priority for reserving rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. City of Baton Rouge and Parish of East Baton Rouge departments and units
3. Community Groups as described above

The Library reserves the right to revoke permission to use a space by other entities if the room is needed for Library or City-Parish use. Alternate locations will be sought as needed.

Patrons must review and agree to the Public Space Use Agreement before a reservation request can be approved.

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group.

With prior approval groups or individuals may sell books and other products if the activity supplements the meeting and is not a requirement for attendance.

The person reserving the space determines the intended audience for the gathering. Scheduled reservations are posted at the location and/or via the public website.

Public meeting rooms, conference rooms, and collaborative rooms will also be made available in person on a drop-in, first-come-first-served basis.

## **Responsibilities**

Patrons will comply with all federal, state, and local laws and Library policies. Patrons are responsible for using library spaces in accordance with the established public use agreement. Future reservations may be denied if the patron does not comply with the Public Space Use Agreement.

The contact person for the reservation is liable for any damage to facilities and furnishings. The contact person shall indemnify, defend and hold harmless East Baton Rouge Parish Library, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces.

Library staff are responsible for interpreting and applying this and the associated library policy in daily practice. The Assistant Library Director of Administrative Services (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library spaces.

*The East Baton Rouge Parish Library Meeting Room Policy was adopted by the East Baton Rouge Parish Library Board of Control on March 17, 1999  
Revised on June 26, 2007  
Revised on April 16, 2015  
Revised on October 20, 2022*