



EAST BATON ROUGE PARISH LIBRARY

Public Use Space Agreement

October 20, 2022

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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.

Meeting Room Rules

- Groups must comply with stated occupancy limits for each space.
- The Library does not provide storage space for individuals or organizations.
- The Library must not be used as the official address or headquarters of any group or organization.
- Youth organizations must always have an adult sponsor present.
- Standard fire code regulations prohibit any open flames, burning candles, and flammable, combustible, and hazardous materials in the Library.
- Possession and/or use of alcoholic beverages and controlled substances in or on library property are prohibited except with written permission of Library Administration and possession of appropriate legal limits.
- Gambling in any form is prohibited; smoking and other uses of tobacco are prohibited throughout the Library.
- Authors may promote and sell their works at announced "Author Book Premiere Parties" or "Autograph Parties."
- If an emergency requires closing the Library, every effort will be made to notify contact person/s for the group. When the Library reopens, reservations will be honored as scheduled.

Publicity

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.

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 all promotional material without written permission from Library Administration.

Reservations

- Groups wishing to book more than six months in advance must provide current contact information annually.
- It is the intent of these policies to prohibit any one group or organization from monopolizing the use of the meeting rooms.
- Meeting rooms can only be requested by an East Baton Rouge Parish Library card holder that is:
 - A resident of East Baton Rouge Parish
 - Adult 18+
 - Collaborative/Study Rooms can be booked by youth 14+ on a first-come-first-served basis only
 - Patrons suspended from the Library are ineligible
 - Library card must be current and in good standing
- The Assistant Director of Administrative Services is responsible for working to resolve disputes that may arise over the reservation and use of library rooms.

Patron Responsibilities

- The applicant organization is responsible for reasonable care of the meeting rooms, furnishings, and server areas (where available), and is financially responsible for damages to facilities, equipment, or contents.
- Groups are responsible for setting up the meeting rooms for their own use and returning the room to its regular room set-up.
- Meetings will be scheduled to allow time for set-up and take-down. Use of library furniture, special equipment, audiovisual and public address equipment, and other systems must be scheduled in advance.
- The organization must leave the meeting rooms in an orderly condition. The organization must remove any clutter and trash caused by its activities. Trash containers and/or trash bags will be made available.

- The following may not be used:
 - Candles or open flame (cans of sterno are allowed, as long as they are monitored)
 - Incense
 - Helium balloons of any kind
 - Tape, tacks, nails or other fasteners on the walls, doors, furniture, or windows
- Programs and exhibits may not disrupt the use of the Library by others. People attending the meeting are subject to the Library's Code of Conduct.
- If the group must cancel the use of a meeting room, the contact person must notify the Library at least 24 hours in advance either by phone or using the online reservation software. Failure to do so three times may result in suspension of future room privileges.
- The meeting rooms may be used only during the hours the Library is open and should conclude at least 30 minutes prior to closing. Exceptions may be made at the discretion of the location's manager. When exceptions are made, a minimum of ten people is required to warrant the expense of operating the facility.
- No admittance fees, other fees or donations may be charged or solicited by the user for any program or exhibit. Solicitation for later sales and client contact is not allowed.

Reserving a Space

- Patrons must complete the online space reservation application form and agree to the Public Meeting Spaces Use Agreement.
- Choose a room from the list of available rooms and submit a reservation request online.
- Applicants must be 18 years of age or older to reserve meeting rooms.
 - Library staff will reserve collaborative/study rooms for walk-in patrons under 14+.
- Groups may request reservations six months before the proposed meeting date. Groups who meet on a continuous schedule, must go through the Library's application process, and once approved will be allowed to schedule up to one year in advance.
- The Library reserves the right to reject any application. Rooms will not be available for use by groups or individuals who have demonstrated a history of unreliability, disruption of normal library operations or violation of any public space requirements.

Equipment and Furniture

- Groups are not allowed to move the temporary walls.
- Free Wi-Fi is available at all library locations. However, the Library cannot ensure that you will be able to make a wireless connection.
- Groups may bring their own equipment. Staff are not available to provide AV equipment support during meetings.
 - The Library is not responsible for equipment, supplies or other items owned by a group and used in the library.
 - Groups wishing to set up an appointment before their reservation to test and connect to available equipment can make arrangements in advance with library staff.

Food

- Only light refreshments may be served, such as cookies, sandwiches, sack lunches, coffee, tea, and soft drinks; however, because of problems with permanent carpet stains, groups are not allowed to serve beverages that may stain the carpet.
- Groups are responsible for providing their own supplies for serving food and drink.
- Food preparation or cooking is not allowed.
- You may arrange box lunch catering or food delivery.

If groups or individuals violate this policy in any way, the East Baton Rouge Parish Library Board of Control or the Library Director retain the right to cancel any subsequent approved bookings and suspend use of the meeting rooms by the group.

The Library will make every effort to honor all approved meeting room requests. However, the Library reserves the right to cancel any booking due to emergency or Library/ City-Parish need.