

## Facility Policy

Meeting facilities in library buildings are provided primarily for library-related programs and other activities sponsored or co-sponsored by the Library. The above-mentioned activities must receive priority in the use of meeting rooms. Rooms are only available during regular library hours (see front.)

Meeting facilities are available for use for charitable, civic, cultural, educational, informational, intellectual, or religious activities (with the exception of worship services). The following are not permitted: social affairs, point-of-purchase sales, exchange of money, taking orders for products, employment recruiting, flea markets, garage sales, and other similar activities. Any eligible group or organization may request the use of meeting facilities with the understanding that:

- a. the fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policy or beliefs.
- b. neither the name nor the address of the Calcasieu Parish Public Library may be used as the official address or headquarters of an organization.
- c. the library is not responsible for equipment, supplies, material, or other items owned by a group or individual and used in the library.
- d. failure to comply with regulations, or abuse of privileges will result in suspension of right to use of the meeting room.
- e. completed online room application form is agreement that the person making the reservation is liable for any damages that may occur to individuals, facilities, or equipment as the result of this meeting and the library has no liability.
- f. library meeting room facilities cannot be booked by private individuals who seek to conduct regularly scheduled transactions at the library in lieu of renting office space.

Meeting facilities shall be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The Director may establish rules and procedures governing the use of meeting facilities by outside groups and individuals. The Library Board reserves the right to review any or all applications and may demand sufficient time to make proper investigation before approval is given on a request. In establishing policy concerning community use of library meeting facilities, the Library Board acknowledges that all meetings held in library meeting and conference rooms are open to the general public.

### Types of Facilities available for public use:

- **Large Group Accommodations:** Carnegie Memorial Library, Central Library DeBakey Room and Thielen Room, Epps Memorial Library, Moss Bluff Library, Sulphur Regional Library, Westlake Library
- **Small Group Accommodations:** Epps Memorial Library (6), Sulphur Regional Library (9)
- **Small Group Accommodations (open air) in the library for ages 14 and up:** Central Library (2-4), Sulphur Regional Library (2)

*(group size limits vary according to setup; small group size limits in parentheses)*

## Meeting Room and Conference Room Rules and Guidelines

### Reservations:

- Reservations are made on a *first come, first serve* basis. However, library programs have first priority in scheduling use of the meeting facilities.
- The library reserves the right to cancel a room reservation in order to use the room for library purposes. If the library cancels a reservation, the applicant will be notified two weeks prior to the scheduled meeting if possible.
- Reservations must be made a minimum of five (5) business days in advance if no special room setups are needed: two weeks in advance for special room setups. Meetings scheduled after 4 pm must take room as is. Conference rooms cannot be rearranged and are available only as is.
- Reservations may be made a maximum of three (3) months in advance. In order to prohibit any one group from dominating the use of the meeting room, generally no more than two (2) meetings per month may be scheduled for any one group.
- Reservations for large/small group accommodations may be made by adults only (18 years of age and up).
- Exceptions may be made only by the Director or his official designee.

### Fees:

- Fees are assessed for the specific services chosen according to the following schedule:
  - Fees apply to all individuals and groups except governmental agencies, library partners, and groups determined by library management to support the mission of the library.
  - Fees for each reservation must be paid at time of application.
  - Fees will be refunded in accordance with Police Jury accounting procedures, if the reservation is canceled a minimum of five (5) business days before the scheduled date.
  - The fee for use of the facility may be waived if the applicant's proposed activity is one which the library could perform within the parameters of the library's mission statement:

#### **Large Group Accommodations**

**(no special setup available for Thielen Room) \$50**

#### **Small Group Accommodations (includes open-air)**

**Sulphur Regional, Epps Memorial, and Central  
Non-Commercial Users No Charge**

#### **Small Group Accommodations - Commercial Users**

**\$10**

*The Calcasieu Parish Public Library serves all the people who live in the parish with materials, information, and services through a network of branches that are conveniently located and easy to use. The Library strives to help people make informed decisions, enjoy their free time, and continue learning all of their lives. The Library Board and Staff are committed to providing high quality, cost effective, equitable service that meets the needs of all parish residents.*

### Application for Use:

- The Application for Use of Meeting Facilities form must be completed, signed and submitted by a responsible member of the organization or group requesting use of the facilities as far in advance as possible, with a minimum of five (5) business days prior to the event.
- Applications for meetings for children must be submitted by a responsible adult. In applying for use of the meeting facilities, the responsible adult attests that responsible adults will be on site before, during and after the meeting.
- The Library Board of Control shall be the final authority concerning any groups' use of the meeting facilities.
- Use of the meeting facilities is not approved until the Application for Use is signed and dated by the Director, or his designee.

### Publicity:

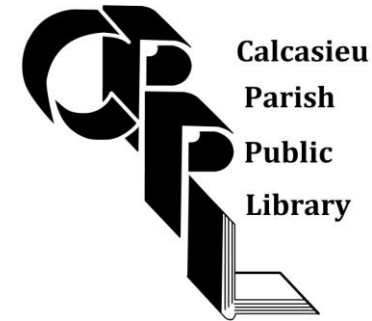
- Publicity is the responsibility of the group or organization holding the meeting. Every reasonable effort should be made that the publicity does not give the impression that the library is a sponsor or endorses the group or organization's beliefs.
- The name and address of the library may not be used as the official address or headquarters of any organization.

### Rules for Use:

- Any activity that could result in damage to furniture, equipment, or facilities is prohibited.
- Attendance may not exceed maximum capacity of the meeting facility.
- No admission fees may be charged. However, a fee may be charged to cover the costs of using the meeting facilities, or for materials or handouts.
- Coffee, tea, or punch may be prepared in the kitchen area. Other refreshments must be prepared off-site and brought to the library. The kitchen area must be left clean and orderly.
- Smoking and the use of tobacco products are not allowed. Weapons, firearms, alcoholic beverages, and illegal drugs are not allowed.
- Materials are not to be taped or tacked to the walls or doors.
- Pre-meeting setup must be scheduled with the library staff. Equipment, supplies, materials, and other items brought into the library must be removed promptly after the meeting. **NOTE: Standard fixtures vary with each room. For rooms with stationary projection screen, stationary projectors, or monitors, contact branch in advance when required for meeting.**
- Meetings may not disrupt the normal functions of the library nor disturb library patrons. Noisy or disorderly meeting will not be tolerated. Meetings must be confined to the meeting facilities.
- Meeting facilities are to be left in a clean and orderly condition. Users assume all responsibility for damages or losses to the room or library equipment that occurs during use.
- Use of the meeting room must be in accordance with state and local fire code regulations, copyright provisions, and federal, state and local statutes affecting public buildings.
- Meetings may be monitored by staff for compliance with rules and regulations.
- **The Library reserves the right to deny use of library meeting facilities as a result of violation of any of these rules and regulations.**

# Meeting Facilities

Effective August 19<sup>th</sup>, 2010



### Carnegie Memorial Library (337) 721-7084

Monday – Friday 9:00 a.m. – 6:00 p.m.  
Saturday 9:00 a.m. – 5:00 p.m.

### Central Library (337) 721-7147

Monday – Thursday 9:00 a.m. – 8:00 p.m.  
Friday 9:00 a.m. – 6:00 p.m.  
Saturday 9:00 a.m. – 5:00 p.m.  
Sunday 2:00 p.m. – 6:00 p.m.

### Epps Memorial Library (337) 721-7090

Monday – Thursday 9:00 a.m. – 8:00 p.m.  
Friday 9:00 a.m. – 6:00 p.m.  
Saturday 9:00 a.m. – 5:00 p.m.

### Moss Bluff Library (337) 721-7128

Monday – Thursday 9:00 a.m. – 8:00 p.m.  
Friday 9:00 a.m. – 6:00 p.m.  
Saturday 9:00 a.m. – 5:00 p.m.

### Sulphur Regional Library (337) 721-7141

Monday – Thursday 9:00 a.m. – 8:00 p.m.  
Friday 9:00 a.m. – 6:00 p.m.  
Saturday 9:00 a.m. – 5:00 p.m.  
Sunday 2:00 p.m. – 6:00 p.m.

### Westlake Library (337) 721-7113

Monday – Friday 9:00 a.m. – 6:00 p.m.

<http://calcasieulibrary.org>

Revised- 11/2011