



VERMILION PARISH LIBRARY

PO DRAWER 640 ABBEVILLE, LA 70511
405 E. ST. VICTOR ST. ABBEVILLE, LA 70510
337-893-2674 FAX: 337-898-0526

Meeting Room Policy

Meeting rooms are available at the Abbeville, Kaplan and Erath Branches of the Vermilion Parish Library.

Purpose:

The primary purpose of these meeting rooms is to provide space for activities and programs related to the library's programs and use; therefore programs and activities produced and sponsored by the library are given first priority for use of all meeting rooms.

Guidelines:

The use of the library's meeting room(s) is a privilege; therefore one must adhere to the policy provided herein.

In order to use the meeting room(s), organizations must complete an application in accordance with the directions and guidelines outlined in this policy.

The fact that the Vermilion Parish Library and the Vermilion Parish Library Board of Control have authorized a group to meet in the library does not constitute endorsement or sponsorship of the organizations or the views/beliefs expressed by the group as a whole or by individual participants in the meeting.

The name and address of the library **MAY NOT** be used as the official address or headquarters of any organization.

Persons requesting meeting room space must have a current Vermilion Parish Library card.

The Vermilion Parish Library reserves the right to request documentation of a Non-Profit Organization or of any organization. Upon request by the Vermilion Parish Library Staff or Board of Control the non-profit organization **MUST PROVIDE** non-profit status by PROOF of a no-profit tax certificate and the organization's by laws or constitution. Upon request by the Vermilion Parish Library Staff or Board of Control any organization may be asked to provide the following documentation: registration with the Secretary of State, copy of the Organization's Charter, 501C3 documentation and the organization's website (website is optional). Organizations or groups must consist of a minimum of three members.

Contact information for the person reserving the meeting room must be valid and up-to-date at all times. The person must have a valid library card.



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If any question is raised about the goals or activities of any organization, group or individual requesting use of the Library's meeting room; the Library Board of Control shall be the final authority in granting or denying permission for use of the room.

Any group using the Library's meeting room must act in compliance with the provisions of the Americans with Disabilities Act.

Use: NOT

Groups allowed use of meeting room(s):

- If the meeting room(s) **are not** in use for library purposes, the meeting rooms may be reserved free of charge by community-based civic organizations, charitable, civic, corporate, cultural, educational, professional, governmental, partner agencies, recreational and religious organizations, alumni planning groups, project graduation planning groups, homeschoolers and organizations sponsoring public hearings, as well as agencies of the city or parish governments. **NOTE: the library reserves the right to request registration of or documentation to substantiate the organization. (registration with the Secretary of State, copy of the Organization's Charter, 501C3 documentation and the organization's website) (Website is optional) are the documents necessary for this documentation.**
- The following uses are **NOT PERMITTED** in the Library Meeting Rooms: parties of any type, social gatherings/affairs or events, point-of-purchase sales, for profit businesses or parties (examples: Tupperware parties, weight watchers meetings, cosmetic parties, purse or bag parties, candle parties or other similar activities), exchange of money, taking orders for products, showers, birthday parties, wedding receptions, flea markets, garage sales, political rallies, caucuses or campaigns for specific partisan issues or candidates.
- Political forums are **NOT** permitted.
- Groups are **not** allowed to use the meeting rooms for any program or activity that would violate public performance rights.
- Groups are **not** allowed to campaign, to rally, to raise funds, to accept donations or dues, or to solicit support at the library, unless the purpose is to benefit the library.
- Meeting rooms are **not** available for the selling, trading or promotion of products or services.



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- **The library reserves the right to deny or grant an organization or group permission to use a meeting room.**
- Groups must limit attendees to posted room capacity.
 - Room Capacities:
 - Abbeville Meeting Room A-----25 seats
 - Abbeville Meeting Room B-----100 seats
 - Abbeville both rooms combined-----125 seats
 - Kaplan Meeting Room-----75 seats
 - Erath Meeting Room-----50 seats
 - If tables are used, there is less available seating; therefore attendance must be adjusted accordingly.
- The applicant organization is responsible for discipline and care of the meeting rooms, furnishings, and kitchens (where available), and is financially responsible for damages to facilities, equipment or contents.
- The applicant organization is responsible for putting the meeting room chairs and tables in an orderly fashion once their meeting has ended. Leaving the room in disarray are grounds for denial of use.
- The Vermilion Parish Library is a designated smoke-free facility. Smoking is prohibited in all enclosed public places within the library and is also prohibited within 30 feet of the library's entrance.
- Attendance for use of the meeting room must be turned in or use of the room in the future may be denied.
- Loitering after the meeting on library premise is prohibited.
- Meetings must be open meetings. Library staff has a right to enter the meeting should a need arise.
- No admission fee(s) or dues can be charged.



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- The Vermilion Parish Library, Vermilion Parish Library Foundation and the Vermilion Parish Library Friends Group are the only organizations that can hold fundraising activities with the proceeds to directly benefit the library system and/or the library's programs
- Any group using a meeting room is expected to conduct its proceedings in a quiet, orderly manner so as **to not disrupt** normal library functions and services.
- Library staff has the authority to terminate any meeting which is disruptive of the quiet and orderly functions of the library; to be more specific if the sound from the meeting can be heard outside of the meeting room, then it is too loud and the staff can terminate the meeting at that time. Sound or noise includes music, worship, singing, clapping, PA systems.
- Disruptive noises are grounds for loss of meeting room privileges.
- The library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting dates or do not abide by meeting room guidelines or the library's patron behavior policy.
- The library reserves the right to relocate a group to a different room or area within the library facility.
- Meeting rooms may be reserved by adults ONLY. Youth organizations must have an adult sponsor present at all times. Must be 18 years or older to reserve a meeting room.
- Allowing people of another group into the building or trading off the key is forbidden. This will also warrant absolute and immediate loss of meeting room privileges.
- Possession and/or use of alcoholic beverages and controlled substances in or on library property are prohibited.
- Gambling in any form is prohibited.
- 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.
- Standard fire code regulations prohibit any open flames, burning candles, and flammable, combustible and hazardous materials in the library.
- If a group cancels a meeting room, the contact person must notify the library 24 hours in advance of the scheduled meeting. Failure to do so may result in loss of room privileges.



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- Failure to observe meeting room policies may result in denial of meeting room privileges.
- Group study rooms regularly operate under a first come first serve basis.
- Groups are responsible for setting up meeting rooms for their own use.
- All meetings must be concluded no later than 8:30PM Monday through Friday.
- Meeting Rooms on weekends are available as follows: Saturdays 9:00AM-5:00PM; Sundays 1:00PM-5:00PM.
- Because of problems with carpet and chair seat stains, groups **are not allowed** to serve red or purple beverages.
- A new updated application form for meeting room use must be made each year beginning in January.
- Library meeting rooms cannot be booked by private individuals who seek to conduct regularly scheduled business transactions at the library in lieu of renting office space.
- **Meetings must be concluded early enough for the room to be cleaned and put in an orderly fashion and for all participants to exit the library by 9:00PM.**
- **THE FOLLOWING MUST BE ADHERED TO OR FUTURE MEETING ROOM USE MAY BE DENIED.**
 - Chairs must be stacked on the chair racks; no more than 10 chairs per rack.
 - Library furniture, special equipment, audiovisual and public address equipment and systems must be scheduled at the time of application.
 - Tables placed in orderly manner either in a square, straight lines or meeting setting. (Do not fold or remove tables without library permission first).
 - Groups are responsible for their own table setup.
 - If tables are not needed, they may be placed along the walls; but this must be first cleared with library branch manager or assistant manager.
 - If it is necessary for tables to be removed from the meeting room for the



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meeting, then the library staff must be notified a minimum of 5 days in advance and it should also be documented on the meeting room application.

- Trash bagged and removed from the meeting room. Trash may be placed in garbage cans in the hallway as long as the cans are not full. Should the garbage cans be full the person(s) using the meeting room(s) are responsible for taking the trash with them.
- All activities of the group must be confined to the meeting room and /or the adjacent entry way into the meeting room. Absolutely NO activities allowed in the atrium or hall areas.
- Groups are not allowed to move the temporary wall. You must inform library at the time of your application if the wall needs to be moved.
- Kitchen facilities are available in some branches. Only light refreshments may be served, such as cookies, sandwiches, sack lunches, coffee, tea, water, and soft drinks; because of problems with permanent stains groups are not allowed to serve beverages that may stain the carpet or chairs. **No red, orange or other colored drinks are allowed.**
- Tables and counters must be wiped down after use.
- Equipment must be reserved and arranged for when the meeting room is scheduled or reserved.
- Those using audiovisual equipment must provide their own technical support.
- Library meeting rooms are not to be used as a place for groups to practice.

ADDITIONAL INFORMATION:

- ✓ The library is NOT responsible for equipment, supplies or other items owned by the group and used in the library.
- ✓ Free wireless access to the Internet is available at all library locations. However, the library cannot ensure that you will be able to make a wireless connection.
- ✓ The library does not provide for a technical person to assist with your computer issues; to work on groups' equipment or to make changes to groups' equipment.
- ✓ The library does not provide storage space for individuals or organizations.



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- ✓ It is the intent of these policies to prohibit any one group or organization from dominating the use of the meeting rooms.
- ✓ Groups may not schedule more than 12 meetings at one time. Weekly meetings may not be scheduled more than 3 months in advance.
- ✓ Organizations may not schedule meeting rooms for more than once a week unless the meeting is for personnel training or workshop and is concurrent.
- ✓ If an emergency requires closing the library and cancelling your reservation, every effort will be made to notify a contact person for the group.
- ✓ No activity in connection with a meeting should interfere with other patron's use of the library.
- ✓ Fees for supplies/materials/text are not to exceed \$25.00 and must first be cleared with the library.
 - All pre-registration must be handled by the presenter of the program, not the library.
- ✓ Any decorations must first be cleared with the library
- ✓ Absolutely no tape or staples on the walls. You will be responsible for any and all damages to the walls.

A checklist for Meeting Room Users must be completed when leaving the building.

- All lights must be turned off when leaving.
- Doors to meeting rooms as well as the Library's front entrance must be locked once everyone has left the building.
- The key to the meeting room must be checked out on the day of the meeting or on Saturday by noon if the meeting or event is on Sunday, and returned to the library by 9:00 AM the next day in which the library is open along with the completed checklist.
- Note: In case of an emergency and you are unable to pick up the key, you are to call the library and inform staff of an alternate contact name who will be picking up the key.
- The person picking up the key and signing the meeting room form is the person responsible for the use/misuse of the room.



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- Staff **will not return** for any reason when the library is closed to check out the key. You need to make it your business to get here in time to pick up the key.
- The key can be returned in the book drop with the completed checklist and attendance sheet in the envelope provided by the Vermilion Parish Library.
- If audio is needed in the meeting room, 48 hours' notice must be given.
- If you wish to use the projector and/or DVD player or laptop, these items must be checked out.
- Failure to return the meeting room key(s) by the next day will result in a fine of \$2.00 per day for each day the key is not returned. Habitual or extended failure (multiple consecutive days) to return the key(s) can also result in loss of meeting room privileges.

After three(3) times of failing to return the key in a timely fashion the organization or person will lose the privilege of using the Vermilion Parish Library's Meeting Rooms.

Meeting room facilities shall be made available on an equitable basis, regardless of the beliefs or affiliations or individuals or groups requesting their use.

Any person or group using Vermilion Parish Library Meeting Room(s) shall hold Vermilion Parish Library, its agents, servants and/or employees harmless from any damages which may arise out of any claims by any person, company, or governmental entity against Vermilion Parish Library resulting from his/her/its participation in any meeting and/or gathering held at any Vermilion Parish Library and does agree to fully indemnify Vermilion Parish Library from any damages, costs, and/or fees that may arise from those claims; any person or group using Library meeting room(s) further agrees to defend any and all claims made as a result of the participation of any person(s) in such meeting or gathering.

If questions arise as to any group's use of the meeting rooms, the Vermilion Parish Library Board of Control shall be the final authority.

Available Items for use in meeting room only: **Place a check next to items you wish to use.**

White writing board

LCD projector /Remote

Screen

Vocal PA system (Abbeville Only)

DVD player

Portable PA system

Television

Wired Internet Access (upon request)



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Video Conferencing Equipment	Elmo
Laptop (when not in library use)	White Board Markers
Kitchen	coffee pot

Should any damages be noticed prior to use of the meeting room, these damages must be brought to the attention of and documented by a library staff member.

I/WE ACCEPT FULL FINANCIAL RESPONSIBILITY FOR ANY AND ALL DAMAGES WHICH MAY OCCUR WHILE USING THE LIBRARY'S MEETING ROOMS.

I have thoroughly read and agree to abide by the Vermilion Parish Library Meeting Room Policy.

Printed name

Date

Patron Signature

Staff Signature

Originally adopted by the Vermilion Parish Library Board of Control on September 2, 2004
Revised November 28, 2007 Revised February 9, 2011 Revised March 23, 2012 Revised May 9, 2012
Revised February 19, 2015



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Printed name Date

Signature Staff Signature

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