



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

Patron
Initials



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 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.

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.

The head of the organization and the designee of the organization requesting meeting room space must have a current Vermilion Parish Library card. The meeting rooms are not for use by individuals. Meeting room space booked under an organization's approval may only be used for that organization's event, not for an individual.

Contact information for the organization reserving the meeting room must be always valid and up to date.

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.



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Use:

Groups allowed use of meeting room(s):

- **The library reserves the right to deny or grant an organization or group permission to use a meeting room.**
- 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: If an organization needs to set up the day prior to use of the meeting room, then they must book the meeting room for that day also.**
- 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, depositions, mediations or similar private financial gain uses.
- **Meeting rooms cannot be used for political campaigns, caucuses or rallies for candidates, ballot measures or for specific partisan issues;** but can be used by political groups or organizations that are strictly providing information (forums). **The forum can only be used to present information. At no time may a candidate ask for support or votes.** This is a violation of the law by misusing public library meeting rooms. Reference: AG Opinions:14-0203 and 1-0195
- 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. Reference: AG Opinions: 14-0203 and 1-0195
- Meeting rooms are **NOT** available for the selling, trading or promotion of products or services.



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- 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 damage to facilities, equipment, or contents.
- _____ • 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.
- _____ • Loitering after a meeting on library premise is prohibited.
- _____ • Meetings must be open meetings. Privacy cannot be guaranteed. Library staff have a right to enter the meeting should a need arise.
- _____ • No admission fee(s) can be charged.
- _____ • The Vermilion Parish Library and the Vermilion Library Foundation 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 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. Disruptive noises are grounds for loss of meeting room privileges. Sound or noise includes music, singing, clapping, PA systems.
- _____ • The library reserves the right to relocate a group to a different room or area within the library facility.



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- Meeting rooms may be reserved by adults **ONLY**. Must be 18 years or older to reserve a meeting room. Youth organizations must have an adult sponsor present at all times.
- 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.
- Group study rooms regularly operate on a first come first serve basis.
- **Groups are responsible for setting up meeting rooms for their own use.**
- Because of problems with carpet and chair seat stains, groups **are not allowed** to serve red or purple beverages.
- A new updated organization application form for meeting room use must be made each year beginning in November the year before in order to facilitate organization approval. Organizations that are not approved may not book facilities
- 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.



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Times the Meeting Rooms are Available

- 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
- 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 Monday through Friday and 5:30PM Saturdays and Sundays.

• THE FOLLOWING MUST BE ADHERED TO OR FUTURE MEETING ROOM USE MAY BE DENIED.

- Air Conditioner Thermostats can ONLY be changed by Staff Members.
- Cardboard must be placed between the tables when placing them on the table cart or against one another.
- 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 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 the 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



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permanent stains groups are not allowed to serve beverages that may stain the carpet or chairs.

- 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.

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.

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 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.
 - 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 patrons' use of 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 damage to the walls.
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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.
- Only the head of the organization or the official designee named on the approved application may pick up and use 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.
- Staff **will not return** for any reason when the library is closed to check out 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.

After three (3) times of failing to follow any element in the Vermilion Parish Library Meeting Room Policy, an organization 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.



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Organizations may appeal Meeting Room Usage decisions made by the staff to the Vermilion Parish Library Board of Control at a regularly scheduled Board Meeting, the Board shall be the final authority.

Available Items for use in meeting room only:

White writing board
Screen
DVD player
Television
Kitchen facility
Coffee pot

Portable PA system
Wired Internet Access (upon request)
LCD projector/Remote

Should any damage 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.

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

Staff have verbally gone over the meeting room policy.

Staff Patron
Initials Initials

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

Printed Name of Head of Organization

Date

Signature of Head of the Organization

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

Revised November 14, 2016

Revised November 15, 2017

Revised July 23, 2024