

## **The Franklin Parish Library Learning Center Meeting Room Restrictions and Guidelines**

The Franklin Parish Library Learning Center was designed to be used for the library's own programs. When it is not needed for library activities, it may be available for use by non-profit community groups, subject to policies established by the Franklin Parish Public Library Board of Control. The room may not be used by organizations for commercial purposes or for private social events for individuals. Use of the meeting room does not constitute an endorsement of the views of the user of the room by the Library.

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

### **Application For Use**

One completed application form for each date must be submitted to the Reference Desk in person, by mail, or by faxing it to (318) 435-1990. An authorized representative of the group, who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages to facilities, must sign the application.

Each application will be reviewed and the contact person will receive confirmation either by fax or by mail. The meeting room will not be considered scheduled until confirmation is sent.

Applications must be submitted at least seven days prior to the meeting date, in order to allow sufficient time to process the application and notify the contact person. Applications will be accepted no earlier than three months before the desired meeting date. For example, for a meeting to be held on April 10, the earliest date an application may be submitted is January 10.

Although telephone applications will not be accepted, the Reference staff will provide information regarding the availability of the room over the telephone.

In order to make the Learning Center meeting rooms accessible to as many people as possible, the following restrictions apply. The use of the room by an organization is limited to one meeting per month. A parent organization and its sub-groups will be considered as separate entities if they clearly identify themselves as such.

## **Hours**

Meetings may be scheduled for hours that the library is open, Monday through Saturday. Meetings must adjourn at least 15 minutes before the library closes. Please allow time for set up and clean up. Permission from the library director must be granted for use of the meeting room after hours. A library staff member must be present for all events held after hours

## **Equipment**

A video/DVD player, a media projector, and an overhead projector may be available for use in the meeting room. The equipment needed must be requested on the application form.

## **Capacity and Facilities**

Maximum room capacity is for meeting room A is 175 persons. Meeting room B has a seating capacity for 72 persons. Chairs and up to 16 tables are available for groups to set up to meet their individual needs.. When the meeting is concluded, the room must be cleaned up and all furniture returned to its original position.

Kitchen facilities with a sink, refrigerator, and coffee pots are available; however, supplies are not provided. Each organization is required to clean the kitchen and leave the room in order after use. Responsible parties will be billed for any extra cleaning required as a result of food or beverages in the room.

## **Additional Information**

Library and Friends of the Library use of the meeting rooms are given the first priority. The library reserves the right to cancel a reservation if the room is needed for library use. Whenever possible, a twenty-four hour notice will be given. This right will not be exercised except in emergency situations.

The Learning Center meeting rooms may not be used for:

1. Any purpose which, in the opinion of the Director and/or the Library Board, may interfere with the normal use of the library.
2. A return engagement by a group that has abused or damaged the facility in its earlier use or has violated any of the regulations set forth in this policy.
3. The furthering of private business interests by for-profit organizations.

Appeals and/or comments can be made to the Library Board in writing. Address such communications to:

Franklin Parish Public Library Board of Control  
705 Prairie Street  
Winnsboro, LA 71295

### **Regulations**

Organizations that wish to continue to use library facilities must abide by the following regulations.

1. All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state the meeting is not sponsored by the Franklin Parish Public Library.
2. Displays, posters, and literature connected with a meeting may not be placed anywhere in the Library except in the meeting rooms while the meeting is taking place.
3. Due to tight schedules, each organization will be admitted to and must vacate the room at the appointed time.
4. Groups using the meeting room are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending a meeting.
5. The use of the name, address, or telephone number of the Franklin Parish Public Library as the address or headquarters of any group using the library for meetings is prohibited.
6. Library staff may attend or observe any meeting or program at any time.
7. Beverages and light snacks are permitted if prior approval is obtained.
8. Smoking or use of alcohol or malt beverages is not permitted.
9. A group composed of minors (under eighteen years of age) must have an adult chaperone attend the meeting. This person must also sign the meeting room application form.
10. Displays may not be affixed directly to the walls of the meeting room without prior consent. Library fixtures may not be removed from the walls.
11. Meeting room users are responsible for carrying their own supplies and operating equipment they use.

12. The library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available.
13. The library reserves the right to limit or prohibit any use of the meeting room, which represents a threat to the health or safety of library customers or to the orderly use of the library.
14. For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Franklin Parish Public Library from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Franklin Parish Public Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to the library appointed attorney for legal action.

#### **Americans With Disabilities Act Compliance**

The Library Board expects that any group utilizing the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.