

Subject: Learning Center Guidelines

Section: Facility

Amended: January 22, 2024, April 22, 2024

THE FRANKLIN PARISH LIBRARY LEARNING CENTER: MEETING ROOM RESTRICTIONS & 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 groups and commercial entities, subject to policies established by the Franklin Parish Public Library Board of Control. No private individuals may rent the Learning Center.

Use of the meeting room does not constitute an endorsement of the views of the user of the room by the Library. Library premises, facilities, furnishings, and equipment may not be used for religious services or political events such as rallies or campaigning activities. The fact that a group is permitted to meet at the Library does not constitute an endorsement of the group’s policies or beliefs by the Franklin Parish Library. The Library does not advocate or endorse the viewpoints of any group or individual.

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.”

We ask that applicants read through these policies completely prior to submitting a rental request. All events held at the Learning Center must be conducted in an orderly manner and in full compliance with applicable laws, regulations, and the Library Patron Code of Conduct. Activities associated with events must not interfere with the regular operation of the Library. Questions on reserving the Learning Center should be directed to the Library Director.

Application for Use

One completed application form for each event must be submitted to the Library Director in person, by mail, email, or by faxing it to (318) 435-1990. An authorized representative of the group must sign the application, shall attend the meeting, and shall be personally responsible for the conduct of the meeting and for any damages to facilities. Only persons aged 21 and older, as determined by a valid driver’s license, may rent the Learning Center.

Groups who rent the Learning Center and sell products or services are required to register with the Franklin Parish Sales Tax Office (318-435-9046) and contact Winnsboro City Hall (318-435-9087) to purchase a Peddler's License. Proof of registration will need to be attached to the Application.

Each application will be reviewed and the contact person will receive confirmation either by telephone, fax, mail, or email. The reservation is not completed until the form has been submitted, approved, and fees have been paid in full. Applicants should not consider the reservation completed until confirmation has been received via telephone, fax, mail, or email. A submitted application does NOT constitute a guaranteed reservation.

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Application must be submitted at least two weeks 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. As an example, for a meeting to be held on April 10th, the earliest date an application may be submitted is January 10th.

Although telephone applications will not be accepted, 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 week; a parent organization and its sub-groups will be considered as separate identities if they clearly identify themselves as such. Space is booked on a first reserved, first served basis. The Library will take precedence in reserving space for its own events.

Fees

Rental Fee: \$30 per hour or \$300 for the full day.

Not for profit entities may use the space free of charge by verifying their non-profit status.

Fees are set by the Library Board of Control and are reviewed regularly. Fees are subject to change without notice. However, scheduled events will not have fees changed.

Rental amount is due in full when the application is submitted. Payments should be made out to Franklin Parish Library. Check or money order is accepted. No debit or credit card payments will be accepted.

The renter, even a non-profit entity, is liable for any damages to equipment and/or facilities of the Learning Center due to negligence of any person participating in the scheduled event. Excessive cleaning of meeting and event spaces or public restrooms after an event will result in additional charges of \$50 per hour that a staff member must stay beyond the rental agreement. A bill will be issued to the renter. Further use of the Learning Center or the services of the Franklin Parish Library will be prohibited until this cost is paid in full.

Events must not interfere with regular Library operations. Undue interference could be caused by crowds too large for the meeting space, noise level of the group, or misconduct by event attendees. No refunds shall be given if attendees are asked to vacate due to interference with regular Library operations or due to disorderly conduct by attendees that result in civil authorities being contacted.

In the event of a cancellation, a full refund is returned if cancellation is made 2 days or more in advance of the event.

Hours

Meetings may be scheduled Monday through Saturday. The hours booked will include time for setup and cleanup as the group using the facility is responsible for their own setup and takedown. No meeting shall begin prior to 7 am and all meetings must be concluded and the space cleaned per the rental agreement by no later than 6 pm unless prior agreement with the Library Director has been made. Permissions from the Library Director must be granted for use of all meeting rooms after hours. A Library staff member must be present for all events.

Equipment

An overhead projector and wireless microphone may be available for use in the meeting rooms. The equipment needed must be requested on the application form. Laptop and Notebook computers are permitted and can be connected to the Library’s wireless network for presentation purposes. The wireless internet is available at no extra charge. If assistance is needed with any equipment, it is the responsibility of the renter to contact the Library Director prior to the event. Should renters bring their own presentation devices, the Library accepts no responsibility or liability regarding the operation, use, care, or safety of personally supplied equipment.

Capacity and Facilities

The Franklin Parish Library will observe the most current mandate from the State of Louisiana concerning capacity limitations and/or recommendations involving regulations for public health and safety. The following information is meant as an estimate that may be used as a guideline when planning your event. Factors such as table arrangement, table size, space utilized for catering, etc. may affect seating.

Meeting Room	Classroom Seating	Theater Seating	Space Dimensions
Room A	Approx 50-60	Approx 100	Approx 41 ft x 29 ft + a small stage
Room B	Approx 25-30	Approx 50	Approx 31 ft by 22 ft

No library furniture or decorations may be moved or altered for events. When the meeting is concluded, the space utilized must be cleaned up and tables/chairs returned to their original position. The Library expects the renters to conduct basic clean up and the conclusion of their event, including placing all trash in the trash bins at the back of the building, removing all personal effects, equipment, and decorations, leaving the space as clean and orderly as possible.

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 beverage damages in the room as stated in the “fees” section of this document. The renter is responsible for providing all personnel, materials, and equipment for a catered event. The renter must be present to accept any deliveries of food or equipment. The renter is responsible for quickly cleaning up and food or drinks spills during the vent and cleaning all areas.

Prohibited items include, but are not limited to, firearms, tobacco products, alcohol, animals (except service animals), confetti, spray paint, stickers, hay/straw, glitter, rice, bubble/fog/smoke machines, candles, pyrotechnics, or fireworks. Nothing may be hung from the ceilings, walls, or lighting tracks. Library artwork may not be removed or altered.

At the end of the event, the renter is responsible for clearing the space to its original condition. The library is not responsible for supplying cleaning supplies except mop buckets, mops, and brooms.

The parking area and street are to be used for parking only. Events may not interfere with the normal flow of traffic on the front or back streets.

Publicity

The renter is responsible for any publicity for their event. Publicity materials may not list or imply that the Franklin Parish Library is a co-sponsor of an event or meeting unless officially approved and designed by the Library as such.

Library phone numbers may not be listed for information on any event. The Library requires all printed materials, press releases, posters, and other information regarding the event include a contact phone number and return address for the organization or individual booking the room.

The renter should not issue invitations or press releases until the reservation request form has been approved by the Library Director, all fees are paid in full, and a confirmation notice has been received. The use of the Library’s logo is prohibited.

Americans With Disabilities Act Compliance

The Library Board of Control 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 must be provided in an accessible format in response to a request.

Additional Information

The Library is given first priority to the use of the meeting rooms. The Library reserves the right to cancel a reservation if the room is needed for Library use. Whenever possible, a 24-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 of Control, 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 interest by a for-profit organization.

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

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

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APPLICATION FOR MEETING ROOM USE

AT THE FRANKLIN PARISH LIBRARY

Reviewed & Amended April 2024



Date of your meeting: _____ Total # of Guests: _____

Venue Usage Start Time: _____ End Time: _____ Total Hours: _____

Please indicate full venue use time including set-up to departure between the hours of 7 am and 6 pm unless an agreement has been made in writing with the Library Director.

Name of your organization: _____

Renter / Person Accepting Responsibility: _____

Driver's License / ID #: _____ DOB: _____

Mailing Address: _____

Telephone: _____ Alternate Phone: _____

Email Address: _____

Preferred Method of Communication: (Circle) Home/Cell Phone Work Phone Email

Purpose of your meeting: _____

Will there be food / beverages served? ___ Yes ___ No

Will this be a professionally catered event? ___ Yes ___ No

Food and drink may only be served with prior approval. No alcoholic beverages or food/drinks containing red dye are permitted. Coffee pots are available. No other supplies are furnished.

Event Space Requested

Please see "Fees" and "Capacity and Facilities" for space dimensions, capacity, and the rental rates for rooms.

Room A ___ Room B ___ Both Meeting Rooms ___

Number of Chairs Needed: _____

Number of Rectangle Tables Needed: _____

AV Equipment Requested: ___ Laptop with Projector ___ Overhead Projector Only

___ Wireless Microphone ___ None Required

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The undersigned, on behalf of the above-named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the Franklin Parish Library Learning Center. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from this use. The Franklin Parish Public Library will not be responsible for any materials, equipment, or personal belongings left in the building.

The Library Board requires that any group utilizing the meeting room 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.

Please initial each item below and sign at the bottom indicating that you have read, understand, and accept the Meeting Room Restrictions & Guidelines Policy. Please ask for clarification if needed.

_____ I have read and will comply with the Franklin Parish Library Learning Center Meeting Room Restrictions and Guidelines.

_____ I understand that all advertisements, announcements, press releases, flyers, etc. related to meetings must clearly state that the meeting is not sponsored by the Franklin Parish Library.

_____ I will be responsible for cleaning the meeting room / spaces utilized and disposing of trash.

_____ I understand that, as the responsible party, I will be billed for any damages or additional cleaning required as stated in the Meeting Room Restrictions and Guidelines policy.

_____ I will notify the library of cancellation at least 24 hours prior to the event date. I understand my fees are only refundable if notice is given at least 2 days prior to the scheduled event date.

_____ I understand that nothing may be hung from the ceilings, walls, or light tracks.

_____ I will abide by the listing of prohibited items in the Meeting Room Restrictions and Guidelines policy.

_____ I understand that Library artwork and furniture may not be moved or altered for my event.

_____ I understand that all events must be conducted in an orderly manner and in full compliance with applicable laws, regulations, and the Library Code of Conduct. Activities may not interfere with the regular operation of the Library. I understand that no refunds shall be given if attendees are asked to vacate due to interference with regular Library operations or due to disorderly conduct by attendees that result in civil authorities being contacted

_____ I understand that failure to comply with the library's policies may result in the loss of use of the meeting room for any future events.

_____ I understand that the Library assumes no responsibility for theft or damage to personal effects brought onto Library property or for injuries which occur as a result of the actions of participants or sponsors of my scheduled event.

Date of Application: _____

Name of Applicant (printed): _____

Signature of Applicant/Responsible Party: _____

Completed Forms along with rental fees should be submitted in person at the Reference Desk or by mail to 705 Prairie Street, Winnsboro, LA 71295. A submitted application does NOT constitute a guaranteed reservation. The Applicant will be contacted for confirmation.

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For Office Use Only:

Application Reviewed & Approved: _____ Date: _____
Library Director

Coordinating Staff Member Assigned: _____

Custodial Staff Notified: _____

Misc. Notes: _____

In the event of cancellation:

Date of Cancellation Notice: _____

Notice within the 2 day limit for full refund? ___ Yes ___ No

If Yes, notice sent to Business Manager for refund processing: _____