

Meeting Room Guidelines

Section 2-4 Meeting Room - Who May Use

The South St. Landry Community Library meeting room is available on the equitable basis to groups, organizations, and groups of individuals working together for educational, civic or governmental purposes. The meeting room is not available for baby showers, birthday parties or private businesses. An authorized representative for the group will be required to read the Meeting Room Policy and fill out an application. The individual representing the group must be at least 18 years of age or older. Permission to use the Library facility does not constitute endorsement of the organization's beliefs by the Library Staff or Board, and publicity for the event should not imply Library sponsoring or affiliation. Names and Addresses of the Library may not be used as the official address or headquarters of an organization. (Exception: Friends of the Library). No one will be granted permission to use the rooms on a regular and ongoing without approval of the Library Director.

2-4.2 Meeting Room Applications

Reservations with the Library Director or designated staff are tentative until, within seven (7) days after making the reservation, a completed and approved application form is on file in the library. Permission to use the meeting room will be granted on a first-come basis; however, library related programs and events will be given priority. If the library needs to cancel a reservation, as much notice as possible will be given; the same courtesy is asked if canceling reservations.

2-4.3 Meeting Room Use Guidelines

1. The library reserves the right to monitor all meetings held on the premises.
2. The meeting room is to be vacated at least thirty (30) minutes before closing.
3. Attendance is limited by fire code.
4. There are no fees charged for use of the meeting room; donations are accepted.
5. The library does not have staff to provide set up or housekeeping services. It is the responsibility of the group to return the room to its original furniture arrangement and state of cleanliness. Groups will reimburse the library for any cost associated with loss of, or damage to library property, as well as costs for any extra cleaning.
6. Food functions are permitted in the meeting room only. If an event is catered, the caterer is asked to contact the Library Director to make arrangements for a tour, and to arrange scheduling of their time of arrival on the day of the event. Beyond this, arrangements with the caterers are the responsibility of the sponsoring group.
7. Local groups, organizations and individuals may not serve alcoholic beverages in meeting room. Smoking is not allowed anywhere in the library.

8. Tables and chairs are provided in the meeting room. The group is responsible for setting up the room for the event.

9. No materials may be stored in advance by groups using the meeting room without prior approval in advance. The library is not responsible for loss or theft of personal property brought into the meeting room.

10. Groups using the meeting room must make provisions to guard against public disturbances or unsafe practices and must be responsible for all persons admitted to their activities. The library is not responsible for injuries during use of the room.