

Meeting Room Policy

The St. Charles Parish Library meeting rooms are available for use by individuals and organizations for educational, cultural, and informational purposes.

Branch Hours & Room Capacity

Location	Hours	Meeting Room	Capacity*
East Regional	9:00 am - 8:00 pm MON - THU	Large Meeting Room	100
	9:00 am - 5:00 pm FRI - SAT	Small Meeting Room	20
West Regional	9:00 am - 8:00 pm MON - THU	Large Meeting Room	60
	9:00 am - 5:00 pm FRI - SAT		
Hahnville	9:00 am - 5:00 pm MON - FRI	Meeting Room	25
Norco	9:00 am - 5:00 pm MON - FRI	Meeting Room	25
Paradis	10:00 am - 8:00 pm MON	Meeting Room	45
	10:00 am - 6:00 pm TUE - THU		
	9:00 am - 5:00 pm FRI		
	10:00 am - 2:00 pm SAT		
St. Rose	10:00 am - 8:00 pm MON	Meeting Room	60
	10:00 am - 6:00 pm TUE - THU		
	9:00 am - 5:00 pm FRI		
	10:00 am - 2:00 pm SAT		

*Capacity is in accordance with fire code regulations.

Guidelines

- All meetings should be free and open to the general public.
- All meetings must be scheduled to begin before library closures. Meetings may extend past closing at East Regional, West Regional, St. Rose, and Paradis branches.
- Proposed meeting times should include any set up and clean-up time.
- Availability is on a first come, first serve basis.
- Use of meeting rooms for library purposes shall take precedence over all other uses.
- Meeting room bookings must be made by persons 18 years of age or older. If teenagers or children are to be present, an adult must be responsible, in charge of, and present during the entire meeting.
- Persons looking to schedule a room must have a valid St. Charles Parish Library card. Groups requesting the use of a meeting room must designate a primary contact, and secondary contact if applicable, for the group who will ensure that all policies are followed.
- Library staff may enter and remain in the rooms at any time during a scheduled meeting.
- Staff may choose to discontinue any meeting due to disruptive or unacceptable use.
- Groups may only schedule two meetings per month, per branch.
- Groups are responsible for set up and arrangement of the room for their meeting, as well as the break down and clean-up. The room must be left in the same physical condition as it was found.
- Materials may not be attached to walls, windows, doors, or furnishings.
- The primary contact is financially responsible for damages to facilities, equipment, or contents.

- Light refreshments may be served, but the organization or primary contact must provide all serving dishes and utensils.
- If issues arise during a meeting being held after-hours the primary or secondary contact person should contact the parish Emergency Operations Center (EOC) at 985-783-5050.
- For emergency life threatening situations contact 911.

Procedures

Booking Process

- Meeting Room Contracts will run on a calendar year (JAN - DEC).
- Individuals/groups must fill out a new contract beginning each December for the following year.
- Meetings are set up 4 months at a time based on the following schedule:

Meeting timeframe	Scheduling begins
JAN - APR	DEC 1
MAY - AUG	APR 1
SEP - DEC	AUG 1

- To reserve a room contact the circulation staff at the appropriate branch during normal business hours.
- Attendance/capacity is limited to fire code regulations for each room.
- If a meeting needs to extend past closing time, special arrangements should be made at the time of the reservation.
- Once a reservation is made it is valid for the person/group listed on the contract and cannot be transferred to a third party.
- On the meeting day, rooms may only be checked out by primary or secondary contacts at the scheduled time. Other attendees are only allowed into the room once check out has been completed.

Cancellation Process

- A thirty minute grace period is allowed for no-shows before the meeting is canceled and made available for other bookings.
- If an individual or group intends to cancel, the primary or secondary contact must notify the library in advance. If two cancellations occur without library notification, the organization/individual will have meeting room privileges revoked for six months.
- If an emergency requires closing the library, both the primary and secondary contacts will be notified. When the library reopens, any canceled meetings may be rescheduled determined by availability. Reservations for future meetings will be honored as scheduled.

Prohibited

- Rooms may not be scheduled for an unlimited number of recurring meetings, but must follow above booking schedule.

- Rooms cannot be used for fundraisers or for shows to promote commercial purposes, social affairs, private parties, political meetings, money making affairs, or for programs by commercial firms.
- Programs involving the sale, advertisement, or promotion of commercial products or services or solicitations for the future sale of products is prohibited.
- Any publicity materials, invitations, flyers and press releases promoting events or meetings held at the library may not list the St. Charles Parish Library as a co-sponsor unless the Library Director has officially designated the event as co-sponsored. The library phone numbers may not be listed as a contact for meetings/events.
- No fees may be charged to program attendees, with the exception of classes being offered as part of the Community Education Program through the St. Charles Parish Public Schools Community Education Department. (see the "*Meeting Room Contract-Community Education Addendum*" and "*Guidelines for Meeting Room Use by the St. Charles Parish Public Schools Community Education Department*" for additional guidelines for meeting rooms use by the St. Charles Parish Public Schools Community Education Department).
- Alcoholic beverages of any kind, possession and/or use of controlled substance is not allowed throughout the library or on library property.
- Gambling in any form is not allowed in the libraries or on library property.
- Smoking is not allowed in library facilities or within 50 feet of any exterior door in accordance with parish ordinance numbers 88-0-15, 88-1-11, and 07-2-5.
- Standard fire code regulations restricts the occupancy capacity of all meeting rooms.
- The use of any open flame, burning candles, or other flammable, combustible or hazardous materials is prohibited in the library, including meeting rooms, by standard fire code regulations.

Disclaimers

- Failure to observe meeting room policies may result in the termination of meeting room privileges.
- Authorized use of a St. Charles Parish Library meeting room does not constitute endorsement or sponsorship of the organization or the views expressed by the group as a whole or by individual participants in the meetings. Meetings held will not be allowed or disallowed solely on the basis of race, creed, or national origin provided that the meeting falls into the category of approved type of organizations.
- Any persons or group using Library meeting rooms shall hold St. Charles Parish, 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 St. Charles Parish resulting from his/her/its participation in any meeting and/or gathering held at any St. Charles Parish Library and does agree to fully indemnify St. Charles Parish from any damages, costs, and/or fees that may arise from those claims; any person or group using Library meeting rooms further agrees to defend any and all claims made as a result of the participation of any person(s) in such meeting or gathering.
- The St. Charles Parish Library Director reserves the right to cancel any current and/or subsequent use of meeting rooms by any group or individual.