

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.



Meeting Room Contract

The purpose of this contract is to apply for permission to use a meeting room of the St. Charles Parish Library.

Primary Contact Person: _____

Library Card Number: 2 3 1 5 7 _____

Phone: _____ Email _____

Name of Organization: _____

Secondary Contact Person: _____

Phone: _____ Email _____

Meeting Room Location	
Number of Attendees	
Date of Meeting(s) If recurring see attached form.	
Start Time (include prep)	
End Time (include clean-up)	
Type of Activity	

This request is for a St. Charles Parish School Community Education class. YES NO
If yes, please complete a *Meeting Room Contract – Community Education Addendum*.

I have received a copy of and read the Meeting Room Policy adopted by the Library Board of Control and, if granted permission to use the room, I agree to abide by the provisions of the policy and assume personal responsibility for any damages which may be caused to library facilities as a result of this meeting.

Signature: _____ Date: _____

For Staff Use Only:

Contract Year _____	Date Received: _____	Received by: _____
Application is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied due to: _____		



Meeting Room Contract Attachment

This attachment can be utilized to document recurring meeting dates in regards to the Meeting Room Contract.

Primary Contact Person: _____

Type of Activity: _____

List Recurring dates in table below:

Month	Dates

For Staff Use Only:

Contract Year _____ Date Received: _____ Received by: _____

Application is: Approved Denied due to: _____

Additional Information/Comments (examples: refreshment info, no-shows, etc.): _____

St. Charles Parish Library

Meeting Room Policy Addendum

(for St. Charles Parish Public Schools Community Education Department)

The St. Charles Parish Library agrees to allow the St. Charles Parish Public Schools Community Education Department to utilize library meeting room facilities for programs being offered as part of their Community Education (CE) Program. St. Charles Parish Public Schools must comply with all policies and guidelines set forth in the St. Charles Parish Library Meeting Room Policy as well as the following guidelines:

- No more than 20 sessions may be scheduled at each of the regional libraries per semester.
- No more than 10 sessions may be scheduled at each of the smaller branches per semester.
- No course shall require a fee of more than \$50.00 and such fee should be meant to cover only the cost of the course materials rather than the instructor's compensation. Participants should not be required to pay any additional fees.
- No employee or Board Member of the St. Charles Parish Library shall be allowed to teach a CE course at any St. Charles Parish Library location. Such employees may teach CE classes at non-library facilities on their own time.
- A representative from the St Charles Parish School System Community Education Department must sign a "Meeting Room Contract – Community Education" for each class being scheduled in library facilities.
- The St. Charles Parish Public Schools Community Education Department assumes full responsibility for any damage to the libraries facilities, equipment or content as a result of this use.

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 instructor intends to cancel, the school board must notify the library in advance. If two cancellations occur without library notification, the school board/instructor will have meeting room privileges revoked for six months.
- If an emergency requires closing the library, both the school board and instructor 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.

Instructor's Name: _____

Phone: _____ Email _____

Meeting Room Contract Community Education

Total cost of course, including materials, cannot be over \$50.00.
This cost is meant to cover only materials rather than the instructor's compensation.

Cost of Course	\$ _____
Will attendees be required to buy additional materials?	<input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No

Meeting Room Location	
Number of Attendees	
Date of Session(s)	
Start Time (include prep)	
End Time (include clean-up)	
Course Title	
Total Number of Sessions	
Brief Description of Course	

I, the undersigned, am authorized to enter into this agreement on behalf of the St Charles Parish Schools Community Education Department and understand that I will be held personally liable for damages if false information is provided.

I have received a copy of and read the *Meeting Room Policy* adopted by the Library Board of Control and the *Guidelines for Meeting Room Use by St. Charles Parish Public Schools Community Education Department* and, if granted permission to use the room, I agree to abide by the provisions of these policies and guidelines and assume personal responsibility for any damages which may be caused to library facilities as a result of this meeting.

Community Education Representative: _____

Signature: _____ Date: _____

Phone: _____ Email _____

For Staff Use Only:

Contract Year _____ Date Received: _____ Received by: _____
 Application is: ___ Approved ___ Denied due to: _____

Meeting Room Policy

Adopted November 16, 1977
Amended September 5, 1985
Amended January 17, 1991
Amended August 19, 1993
Amended April 16, 2002
Amended May 20, 2008
Amended January 17, 2012
Amended July 16, 2013
Amended January 21, 2014
Amended November 17, 2015