

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	110
	9:00 am - 5:00 pm FRI - SAT		
Hahnville	9:00 am - 5:00 pm MON - FRI	Meeting Room	25
Norco	10:00 am - 8:00 pm MON	Meeting Room	30
	10:00 am - 6:00 pm TUE - THU		
	9:00 am - 5:00 pm FRI		
	10:00 am - 2:00 pm SAT		
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.

Rules:

1. All meeting rooms are available for use at no charge to persons meeting the following requirements:
 - a. **INDIVIDUALS:** Must be 18 years of age or older with a valid St. Charles Parish Library card.
 - b. **GROUPS/ORGANIZATIONS:** Must designate a primary representative who is 18 years of age or older and has a valid St. Charles Parish Library card. The primary representative's library card will be used to reserve the meeting room and they will be financially responsible for any damage to library property occurring during the use of the meeting room.
 - c. **STATE AND LOCAL GOVERNMENT AGENCIES:** Must designate a primary representative who is 18 years of age or older and who agrees to be financially responsible for any damages to library property occurring during the use of the meeting room.
2. Use of meeting rooms for library purposes shall take precedence over all other uses.
3. Limits on Use:
 - a. Individuals and groups may only schedule two meetings per month, per branch.
 - b. All meetings should be free of charge.
 - c. Meeting Rooms may not be used for:
 - i. rallies or campaigning for specific partisan political issues or candidates.

- ii. social gatherings such as birthdays, parties, weddings, family reunions, etc.
 - iii. programs involving the sale, advertisement, or promotion of commercial products or services or for the future sale of products or services.
 - d. Open flames, burning candles, or other flammable, combustible, or hazardous materials are not allowed in the library, by standard fire code regulations.
 - e. Alcoholic beverages of any kind and possession and/or use of controlled substances are not allowed (St. Charles Parish Code of Ordinances, Chapter 13, Article I, Section 3-4 – Ord. No. 91-5.14).
 - f. Smoking is not allowed inside library facilities or within 50 feet of any exterior door. (St. Charles Parish Code of Ordinances, Chapter 13, Article IX, Section 13-654 – Ord No. 88-9-15, § IV, 9-6-88; Ord. No. 07-2-5, § I, 2-26-07).
 - g. Gambling in any form is not allowed.
 - h. Attendance/capacity is limited to fire code regulations for each room.
4. All meetings must be scheduled to begin before library closures. Meetings may extend past closing at East Regional, West Regional, St. Rose, Paradis, and Norco branches.
 5. Proposed meeting times should include any set up and clean-up time.
 6. Materials may not be attached to walls, windows, doors, or furnishings.
 7. Minors present in meeting rooms must be supervised by a responsible adult at all times.
 8. 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 Library Administration has officially designated the event as co-sponsored. The library phone numbers may not be listed as a contact for meetings/events.
 9. Light refreshments may be served.
 10. Library staff may enter and remain in the rooms at any time during a scheduled meeting.
 11. Staff may choose to discontinue any meeting due to disruptive or unacceptable use.
 12. Individuals and groups are responsible for set up and arrangement of the room for their meeting, as well as the breakdown and clean-up. The room must be left in the same physical condition as it was found.
 13. The library card holder reserving the room is financially responsible for any damage to library property and is responsible for the group's compliance with the rules and regulations of the library.
 14. Disclaimers
 - a. Failure to observe meeting room policies may result in the termination of meeting room privileges.
 - b. 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.
 - c. 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.
- d. 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.
 - e. Emergency Contacts:
 - i. If issues arise during a meeting being held after-hours, contact the St. Charles Parish Emergency Operations Center (EOC) at 985-783-5050.
 - ii. For emergency or life-threatening situations contact 911.

Reservations:

1. All reservations will be requested online at www.myscpl.org and are reviewed and scheduled on a first come, first served basis. Reservations must be submitted at least one day in advance but can be made up to three months in advance.
2. Recurring reservations must be submitted online, individually, with no more than two reservations per month, per branch.
3. The library card account holder must read and agree to posted policies. Acknowledgment of policies will be done with a digital signature.
4. If a meeting needs to extend past closing time, a note should be included on the reservation form.
5. Once a reservation is made it is valid for the library card account holder who reserved the room and cannot be transferred to a third party.
6. On the meeting day, the library card account holder who reserved the room or an authorized individual listed on the reservation form must check in at the circulation desk with their library card or photo ID before anyone can enter the room.
7. Cancellation Process
 - a. A thirty-minute grace period is allowed for no-shows before the meeting reservation is canceled and the room made available for others.
 - b. If an individual or group intends to cancel, the library card account holder who reserved the room or an authorized individual listed on the reservation form must notify the library at the earliest possible date in order to free the meeting room for use by others. If two cancellations occur without notifying the library, the organization/individual will have meeting room privileges revoked for six months.
 - c. If an emergency requires closing the library, the library card account holder who reserved the room 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.

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, Amended November 19, 2019, Amended May 16, 2023