

## Meeting Room Policy

### General Guidelines:

- Library meeting rooms are available free to all non-profit groups engaged in education or cultural activities.
- Rooms may be available for small group study when not in use by the library.
- All activities held in these rooms must be free and open to the public.
- No admission fee or donation may be required or solicited from those attending meetings in the Library. The sale of an author's book during a book signing event is allowed. Library sponsored events for the purpose of raising funds for the Library are allowed.
- Library sponsored programs and training receive first priority and city or Library needs may preempt any scheduled event. If changes or cancellations are necessary, the Library will provide as much notice as possible.
- Meetings will not be scheduled before or after Library hours. No member of the organization may enter the Library before it officially opens, and all participants must leave by the time the Library closes. Groups needing setup time for their meeting should allow for it in their reservation.
- Meeting rooms are not available for private parties such as birthday parties, showers, or family reunions.
- Use of the meeting rooms does not constitute endorsement, by the Library or City of Victoria, of the points of view expressed by the group.

### Room Regulations:

- The organization reserving the room is responsible for setting up for their meeting and returning the room to its original arrangement.
- The individual or group that makes the reservation will be responsible for any damage to the room, carpet, equipment, or furniture.
- Organizations or groups wanting to use Library equipment in the meeting rooms must request permission for its use when applying for the room. A list of available equipment is included with the meeting room reservation form. Library staff may not be available for assistance with equipment the day of the meeting.
- Refreshments may be served in the Bronte Room, but must be catered or brought in by the group along with all supplies and service pieces.
- The Computer Lab furniture cannot be rearranged. No software may be installed on Computer Lab equipment.
- Meetings of individuals under the age of 18 years must have an adult sponsor present.
- Smoking products and use of tobacco are not permitted in the Library. Alcoholic beverages are not permitted on Library property except when approved by the library in conjunction with an event organized by the library.

### Reservations:

- Requests for use of meeting rooms can be made in person or by email by completing a Meeting Room Reservation Form. This form can be submitted to the Library Service Desk preferably one week in advance of the date requested and must receive approval from a designated Library staff member.
- Advanced reservations may be made, but not earlier than 12 months prior to the event and only in the current calendar year.
- Reservations by the same group may not be made more than 6 times in a calendar year. Library related events are exempt from this restriction.
- The calendar opens on December 1 for scheduling in the next calendar year.
- The Library Director and/or designated staff member is responsible for the implementation and enforcement of this policy.

Any exception to the above stated policy will be made only with the written permission of the Library Advisory Board.

**Library Advisory Board Approved: 06-2021**  
**Future Revisions: 06-2024**