

# Meeting Room Policy

## Overview

The Logan Library welcomes public use of its meeting facilities in keeping with the library's vision of hosting a welcoming environment that is:

- An open, accessible, inclusive space.
- A community hub where people can connect, exchange ideas, and discover resources.

This policy outlines the rules and procedures for using the library's meeting facilities. The Outreach Librarian, under the direction of the Library Director, is responsible for implementing this policy and for maintaining the meeting room and community calendars for events.

Meeting rooms are designed to meet the general, informational, educational, cultural, and civic needs of our community, including activities such as discussion groups, panels, lectures, conferences, and seminars. Use of the library's meeting rooms does not constitute Logan Library or Logan City endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.

## Meeting Room Use

### Category 1

**Meeting Rooms are available free of charge for the following groups (no food or drinks being served):**

- Library and Logan City-sponsored events, activities, and meetings.
- Community groups and nonprofits with 501(c)(3) status (open to the public).
- Educational activities sponsored by educational institutions or homeschool groups (open to the public).
- Political debates for all candidates running for office.

### Room Rentals

### Category 2

**Meeting Room rentals are available for a fee for the following groups:**

- Community groups and nonprofits with 501(c)(3) status (closed to the public).
- Educational classes that charge a fee to attend and have limited attendance. No purchases of any kind allowed.
- Business or educational conferences, workshops, or meetings.
- Promotional/commercial use (comprises solicitations, admission or other charges, money-raising activities, and/or sales).
- Other uses as deemed appropriate by the Outreach Librarian and/or Library Director.

\*Fees for meeting rooms can be found in the Logan Library Meeting Room Fee Schedule.

## General Guidelines

- Noise levels from meeting rooms must not disturb library patrons or staff.

- City or Library needs may preempt any other scheduled event.
- An adult must always supervise children.
- Smoking/vaping, alcoholic beverages, open flames, burning incense, lit candles, and fire-making materials are not allowed.

### Scheduling

- Requests to use a meeting room may be made online, in person, or by telephone.
- Requests will be honored on a first-come, first-served basis.
- Reservations require a completed online reservation form.
- Reservations may be made up to 30 days in advance for a maximum duration of four hours.
- To provide an opportunity for all groups to use the meeting rooms, a group may reserve one meeting room up to 6 times in a rolling 30-day period.
  - Notice of cancellation should be made to library staff as soon as possible. After 15 minutes, a group will forfeit its reservation if it fails to appear as scheduled.
    - If a group fails to show up for two consecutive meetings and does not call to cancel, all future reservations will be forfeited until the group calls to reschedule.
- Meetings will not be scheduled before or after library hours unless previously approved by the Outreach Librarian.
- Group representatives may not enter library buildings before the regular opening time unless the Outreach Librarian has given prior approval.
- Groups may not assign or transfer their reservations to other groups.
- A patron or small group may reserve a meeting room for same-day use as long as it is available by speaking with a library staff member at an information desk or by reserving it online.
- The Outreach Librarian or Director may make some exceptions.

### Care and Use of Facilities

- Groups wishing to serve food or beverages in the Community Rooms must pay a \$75.00 cleaning fee. Alcohol and any food containing red dye is prohibited.
- Adherence to the Fire Code is required.
  - All meeting participants must exit the building in the event of a fire alarm.
  - Attendance at the meeting is limited to the number of people allowed in the room as defined by the Fire Marshall.
  - Furniture and/or equipment from the main areas of the library may not be brought into the meeting rooms.
  - Attendance at meeting rooms should not extend into public areas, and patrons may not set up tables outside of the rooms to monitor attendance or post signage.
  - Public entrances are to be used for all access to and from the building.
    - All regular exits must be kept unlocked and unblocked.

- The doors from the Community Room to the plaza may not be propped open.
- Emergency exits are for emergency use only.
- Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Please leave the meeting rooms as you find them. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- The library will provide an HDMI and/or USB cord to connect personal computers to the presentation technology in the meeting rooms. The Community Rooms feature projectors and projection screens, and the Conference Rooms feature smart monitors. Library staff will provide basic technical support.
- Any announcements or notices to publicize an activity may not be posted or distributed on library premises without prior approval from the Outreach Librarian.
- Small snacks and drinks with a secure lid are allowed in the Logan Library.
- Full meals, fast food, drinks without secure lids, and any items that are messy, greasy, strongly scented, or noisy are prohibited in the Logan Library, except for approved meetings in the Community Rooms.
- Food and beverages, excluding snacks and drinks with a secure lid, are permitted in the Community Meeting Room(s) upon payment of \$75 for cleaning. Alcohol and any food containing red dye is prohibited.
  - Community Meeting Room A is equipped with a small kitchen featuring a sink and refrigerator. Community Meeting Room B is equipped with a sink.
  - Permission and payment must be received before the scheduled event.
- If trash or recycling bins have been filled while in use, individuals must inform library staff before leaving.
- The individual making the reservation, as well as the group, will be held responsible for any damages that may occur as a result of using the facilities.
- Permission to use Library meeting rooms may be withheld from groups that have failed to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.
- The Logan Library is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.
- Questions not covered in this policy should be addressed to the Outreach Librarian at 435-716-9012.

Meeting Room Type	Amenities
Community Room(s)	100 chairs per side, conference-style tables (20 available with staff help; prior notice is needed), projector, projection screen, HDMI cord, electric piano, podium, outlets, and access to Wi-Fi.

Quaking Aspen Conference Room	16 chairs, boardroom-style table, HDMI cord, USB cord, smart monitor, whiteboard (dry-erase markers available at the information desk), outlets, and access to Wi-Fi.
Sego Lily Conference Room	10 chairs, boardroom-style table, HDMI cord, USB cord, smart monitor, whiteboard (dry-erase markers available at the information desk), outlets, and access to Wi-Fi.
2nd Floor Study Rooms	4 chairs, table, whiteboard (dry erase markers available at the information desk), outlets, and access to Wi-Fi.
3rd Floor Study Rooms	4 chairs, a table, outlets, and access to Wi-Fi.

#### Policy History

Approved: 1988

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This policy has been approved by the Logan Library Board of Directors.

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