

CARVER COUNTY LIBRARY  
BOARD POLICY

Section: LB 19  
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MEETING ROOM

Date Approved: 9/13/2016  
Previous Policy Dated: 9/16/2008  
Review Date: 9/2019

The Carver County Library provides meeting room space for groups for educational, cultural, civic and recreational purposes subject to the conditions outlined below. In making such rooms available, the Library aspires to meet the standards set forth in the Library Bill of Rights (LB 18).

The Library also provides Study Rooms when space is available (currently at Chaska, Chanhassen, Norwood Young America and Waconia libraries.) These rooms are available on a first come, first served basis. The Library reserves the right to limit usage of these spaces.

All meetings must be open to the public without charge with the exceptions listed in this policy. Making a room available to a group does not imply Library endorsement of the content or speakers at programs held at the library. The name of the Library may not be used in any publicity for non-library sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

The Library Board reserves the right to refuse use of the meeting rooms for any activity or meeting which would materially and substantially interfere with the proper function of the library, such as activities or meetings creating excessive noise or a significant safety hazard. All people attending meetings at the library are subject to the Public Conduct in the Library (LB 23) policy.

A group requesting the use of a meeting room must designate one person to be responsible for the group's activities. This person must complete, agree to terms of use and submit the "Application for Use of the Meeting Rooms." Any group or individual who abuses the meeting room privilege can be denied the use of the meeting rooms. Future reservations may be denied with multiple no-shows.

**MEETING ROOM AVAILABILITY**

- Priority will be given to Library sponsored and co-sponsored programs and activities, to officials of the city in which the library is located, then to Carver County departments and units, followed by requests from the general public.

- Meeting rooms will be reserved on an occasional basis. It is not the intent of Carver County Library to provide space permanently or frequently to support the primary activities of a group or an organization.
- Meeting rooms are not available for commercial purposes, fund raising, or sale of items. Exceptions shall be:
  - programs or sales conducted by non-profit library or community groups of which the proceeds or a percentage thereof will directly benefit the library (for example-used book sales and book sales in conjunction with an author's appearance).
  - sale of material directly related to library sponsored programs that have had prior approval of the Library Director.
- Meeting rooms are available hours the library is open or by special arrangement.

### **MEETING ROOM FEES**

- No fee will be charged to non-profit groups which do not charge a fee or tuition to attend the meeting.
- A fee will be charged to non-profit groups which do charge a registration fee or tuition to attend the meeting with the following exceptions. Tax supported library organizations may use Carver County Library meeting rooms free of charge even when meeting participants are charged a fee.
- A fee will be charged to profit making groups.

The Library Director, with Library Board approval, establishes and publishes specific regulations based on this policy. The Library Director reviews meeting room fees every year and makes recommendations regarding adjustments to the Library Board for evaluation and forwards changes to the Board of County Commissioners for final disposition.