

## **Meeting Rooms & Free Speech (Selection) Policies & Rules of Use**

The Siuslaw Public Library District is committed to the provision of free and open access to a broad range of informational, recreational and cultural resources for library patrons of all ages. As part of that commitment, the Library provides meeting space to facilitate the exchange of diverse information and ideas. The opinions expressed are those of the individuals or organizations using the library's meeting space.

Non-profit, civic, political and community organizations, or government entities may use meeting room space for meetings, lectures or similar activities whenever a conflict does not exist with library activities. Commercial firms located within the District may use meeting room space only for educational and informational purposes.

When seeking to use library meeting space, please remember that:

- Meeting room space is primarily reserved for the Library, library sponsored, and Friends of the Library activities.
- All meetings must be open to the public and no admission fees may be charged.
- Neither non-library related fund-raising nor commercial sales may be conducted in library meeting room space. This includes the soliciting of new customers and/or sales of products or services. Items such as raffle tickets or CDs may be sold at an event so long as the sale of such items is incidental and not the primary purpose of the event.
- Attendance is limited by maximum room capacity. Meeting sponsors and/or organizers are responsible for crowd control. Meetings must be confined to the reserved meeting space and must not interfere with library operations.
- Space is available on a first-come, first served basis. Groups must comply with the scheduling provisions in the Meeting Room Rules of Use.
- The representative for any group wishing to book library meeting space must be 18 or older and must assume full responsibility for any damage to library property, building, furnishings or equipment that results from the group's use

of the facility. The Library may share the name and contact information of the person booking library meeting space if there are any inquiries about the meeting.

- When library meeting space is to be used by groups or organizations of students or others younger than age 18, at least one adult must be continuously present for every fifteen persons younger than age 18.
- Any publicity regarding meetings held at the library must contain the following statement: “This program is neither sponsored nor endorsed by the Siuslaw Public Library District.” The name, address, and/or telephone number of the Library may not be used as contact information for any meeting except that which is sponsored by the Library or the Friends of the Library.
- Unauthorized reproduction or public display of any material in the Meeting Room is prohibited unless it is covered by a public performance license obtained by the District or a written waiver of the applicable rights specific to that material for that event.
- Users are responsible for setting up chairs or tables for their meeting. Furniture may not be moved from one room to another.
- People attending meetings must make their own provisions for child care and supervision.
- No alcohol is permitted within the facility unless specifically approved in writing by the library director. Approval will be subject to compliance with any laws and regulations of the State of Oregon and may require proof of insurance.
- The Library does not assume liability for personal injuries nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the sponsors or participants in meetings using library space.
- Activities which the library director determines would adversely impact the library facility, furnishings, or library operations will not be allowed.
- The representative for any group using library meeting space is responsible for ensuring that the group abides by the Meeting Rooms Policy and Meeting Room Rules of Use. Violation of these terms may result in denial of future access to the space.

Exceptions to these policies and rules are at the discretion of the library director or designated staff member.

## **Free Speech Policy (Selection)**

### **Public Use of Library Premises for Expression of Opinion**

**Commercial materials and surveys for commercial purposes and personal campaign materials for political office are not permitted.**

The terms for public use of library premises are:

- The activity shall be conducted in a manner that does not restrict or inhibit patron access to or use of the library. This may be outside the facility, or space permitting, in a lobby area. The determination of whether or not the activity or location is restricting or inhibiting rests with the library director or a designated staff person.
- Furniture (tables, etc.) may be utilized if it does not act as a barrier to free access to the library, create a safety hazard, and/or incorrectly imply that it is a library activity. This judgment shall be made by the library director or designated staff person.
- Each participant shall wear an organizational or name badge that clearly identifies him or her as other than a library employee. It shall be clear that the activity is not affiliated with or sponsored by the Siuslaw Public Library District.
- All material being distributed or displayed on library premises shall clearly state the sponsor.
- If more than one advocate or advocacy group wants to distribute information, it is up to the library director to provide an orderly process for allowing fair access to the premises without disrupting service.
- The provision of library premises for the public expression of opinion does not constitute library endorsement of the opinions or ideas of those individuals and organizations using the space.

## **Meeting Rooms & Library Space Rules of Use:**

**Bromley Room:** This space is available for reservations up to 45 days in advance, and can be reserved once every 30 days by any one group. The Bromley Room may be reserved outside of normal Library operating hours assuming the meeting organizer has been trained as a key monitor. The Bromley Room comfortably accommodates up to about 70 people, and a 70” “smart board” is available in the space. Use of the smart board to display presentations or videos is possible, but a representative of the group will need to be trained by library staff. Refreshments are allowed in this space.

**Conference Room:** This space is available for reservations up to 45 days in advance, and can be reserved once every 30 days by any one group. The exception to this rule is that the room may be booked additional times if it remains vacant within seven calendar days. The Conference Room is not available for use to groups outside of normal operating hours. A large monitor in the room can be used to display videos or presentations, but a representative of the group will need to be trained by library staff. Refreshments are allowed in this space but must not leave the Conference Room or be placed near library materials or equipment.

**Study Rooms:** The two library study rooms are available for reservation up to seven days in advance, and can be reserved up to twice per seven calendar days, and can be reserved for up to four hours per day. Both rooms comfortably accommodate about four people. Study Room 2 includes a dry erase board and DVD player and screen.

**Library Lobby:** This space is available for reservations up to 45 days in advance, and can be reserved up to twice every seven calendar days and up to seven times every month by any one group. Generally, this space is reserved by groups interested in sharing literature/information about issues or collecting signatures on petitions. As noted in the Meeting Room and Free Speech policies, all participants/volunteers shall wear an organizational or name badge that clearly identifies him or her as other than a library employee. It shall be clear that the activity is not affiliated with or sponsored by the Siuslaw Public Library District and that any material distributed is not endorsed by the District. Activities conducted in the lobby must not impede patron access to the facility in any way. Groups using this space will allow patrons to approach them rather than calling out or soliciting patrons. The Lobby space is not available when events like the Friends of the Library booksale, monthly art hangings, tax preparation, etc. are taking place as these require unimpeded use of the lobby space. This determination will be made by the Library Director or designated staff member.