

## **MEETING ROOM POLICY**

(Updated June, 2018)

Meeting rooms are available to community and non-profit groups and organizations for meetings that are educational, cultural or civic in nature.

In allocating the use of meeting rooms, the Library Advisory Board of the Library and Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. However, the provision of meeting room space is not the primary mission of the Library, and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. No use of meeting rooms that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library buildings or collection will be approved or permitted. Use of meeting rooms for Library purposes shall take precedence over all other uses.

Permission to use a Library meeting room does not constitute or imply Library and/or the City of Cottonwood endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting, and do not necessarily reflect a position by the City of Cottonwood.

The library will promote events if they are in alignment with the Cottonwood Public Library Mission Statement.

All meetings must be free of charge and open to the public. Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library. No goods or services shall be promoted, sold or exchanged upon the premises or by sample, pictures, or descriptions. Groups using Library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library.

The Library Manager reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and if so the anticipated cost thereof. In making this determination, the Library Manager may take into consideration the contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and such other information as such the Library Manager may deem appropriate, and may consult with members of the Cottonwood Police Department regarding this inquiry. If the Library Manager determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a meeting room shall be required, as a condition of such reservation, to pay to the Cottonwood Public Library by such date in advance of the meeting as Library staff reasonably sets, the anticipated cost of such police protection, and such sum applied thereto, with any surplus being returned to the group after the meeting. The group shall be liable to the Library for any deficiency.

All organizations or groups shall indemnify, defend and hold harmless the Cottonwood Public Library and the City of Cottonwood, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of the Library meeting room.

## **PHOTO POLICY**

- The Cottonwood Public Library staff and established local media routinely photograph and videotape guests enjoying our library. These images may be used in print, visual presentation, broadcasts and on websites to promote the department and city. If you do not wish yourself and/or children to be photographed, please inform the photographer at that time.