

Meeting Room Policy Template: this template was created to provide guidance to libraries wishing to update/create a meeting room policy. Libraries may wish to add additional components.

Document Header: policy title, effective/revision date and department.

Example: 2.12 Meeting Room Policy

Introduction/Purpose Statement: what is the policy about and what is the reason for the policy.

Example: The [your library name] maintains meeting rooms available to non-profit organizations and government agencies to engage in educational, cultural, intellectual or charitable activities. [Library name] provides meeting room spaces as a public service regardless of the beliefs or affiliation of groups requesting their use. [Library name] does not advocate or endorse the viewpoints of meetings or meeting room users.

Procedure: step-by-step instructions for requesting a room.

Example: Use of meeting room is provisional upon the organization's agreement to abide by the [library name] Meeting Room Policy and Regulations.

1. Approval of applications is subject to policy determined by [library name].
 - a. Reservation Form
2. Applications can be submitted in person, via fax or emailed to [contact name].
3. Groups are limited to one meeting room request per month.
4. Scheduling is not complete until the meeting room coordinator has confirmed the date and time.
5. If schedule meeting is canceled, the library must be notified immediately.

Condition/Guidelines: list room usage requirements and/or what is prohibited.

Example: Suggestions below.

1. Room must be returned to original set-up.
2. Organizations may not sell, raise funds or solicit business.
3. All meetings will be open to the public should they wish to attend.
4. No admission fee may be charged.
5. Alcoholic beverages are not permitted on library property.

Publicity: requirements for patrons wishing to promote their meeting.

Example: Suggestions below.

1. Groups may not offer or advertise their meeting to the public.
2. Groups may publicize their meeting through their own membership lists, private emails lists, opt-in marketing lists or other channels that reach a pre-defined group of members.

Such internal invitations must not include the library logo or other library branding, and may not imply library sponsorship. Any invitations for the meeting must include the following text: The [Name of] Library does not advocate or endorse the viewpoints of meetings or meeting room users.

3. Groups may not use the library's name, address or telephone number as their official address, location or contact information

Disclaimer: protects library.

Example: Acceptance of a meeting room usage application does not in any way, constitute the Library's endorsement of the goals, policies or activities of any business or organization. The library director reserves the right to cancel a meeting within a reasonable amount of time.

Resources: ALA Library Bill of Rights, Article VI, Article V and ALA Code of Ethics.

Libraries offering meeting room/space should develop and publish policies in consultation with legal counsel. Policies should be regularly reviewed.