



Meeting Room Use Policy

Purpose

In keeping with its mission, the Fergus Falls Public Library offers meeting room space free of charge to the public for educational, cultural, civic and recreational purposes subject to the rules outlined below.

Fergus Falls Public Library supports and endorses the American Library Association's Library Bill of Rights, which states: "Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

In keeping with the role of a limited public forum, public libraries have traditionally provided meeting room space for community groups when space is available.

Policy

This policy guides the reservations and use of the Library's meeting rooms, conference room and study rooms. Any questions regarding interpretation of this policy shall be referred to the Library Director.

Indemnification

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board or the City of Fergus Falls. In publicizing a meeting to be held in the library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity. With prior approval, groups may post signs in library-approved locations.

Definitions

Study rooms: Study rooms are intended for quiet study or work. The Library provides 2, 1-2 person study rooms and a 4 person study room.

Conference room: The Library's conference room accommodates up to 10 users and has less flexibility than the Community Meeting Room as the room configuration is fixed. The conference room does provide an active panel touchscreen monitor as well as audiovisual conferencing capabilities.

Community Meeting Room: The Jean Dahling Community Meeting Room is able to be used as one large room, accommodating up to 130 individuals depending on room configuration. The Meeting Room is also dividable with Room A accommodating up to 55 individuals depending on room configuration and Room B accommodating up to 45 individuals depending on room configuration. Both Rooms A and B provide active panel touchscreen monitors and audio respectively. Room B includes sink and coatroom access.

Reservations

The 2 person Study Rooms are available on a first come, first served basis.

The 4 person Study Room, Conference room and Community Meeting Rooms may be reserved in advance by calling the library at 218-739-9387 or by making a reservation at the library.

For Meeting Room reservations, all groups must complete a Fergus Falls Public Library Meeting Room Application and review the Meeting Room Policy. Application forms are available at the library and on the website: ffpubliclibrary.org. Reservations of the meeting room may be made up to six months in advance. Use

is granted on a first-come, first-served basis. Use of the meeting room may be limited to once per month for each group, due to limited meeting room space.

Hours of Use

Reservations and use of the study rooms and conference room must coincide with library operating hours.

Reservations for the Jean Dahling Community Meeting Room may extend beyond library operating hours with Library Director or designee approval.

Eligibility

1. Library or City of Fergus Falls programs and sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events. Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Fergus Falls Public Library or The Fergus Falls Public Library Foundation, are permitted.
2. All meetings must be open to the public. Governmental agencies or officials may close meetings to the public as permitted by law.
3. Non-profit (501c3) groups using library meeting rooms may only charge fees for the tuition or materials for educational events that are approved by Library staff.
4. Programs that charge a fee for attendance/admission or involve the sale of goods, processes, products or services are prohibited. Donation requests are not allowed as well.
5. Musical recitals and individual practice sessions are not permitted. The meeting room may not be used for birthday and anniversary parties, weddings, funerals, or other personal celebrations.

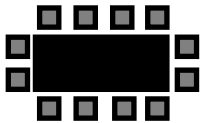
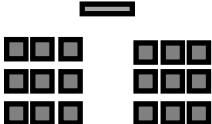
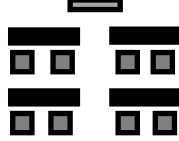
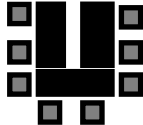
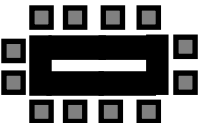
Responsibility

6. The group is responsible for setting up, rearranging, and taking down tables and chairs. The meeting room must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
7. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.
8. The library is not responsible for theft of or damage to property brought into a library meeting room.
9. An adult age 18 or older must sign the **Fergus Falls Public Library Meeting Room Application** and at least one adult age 18 or older must be present when youth groups use the meeting rooms.
10. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall.
11. All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the **Fergus Falls Public Library Code of Conduct**. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

Fergus Falls Public Library Meeting Room Size, Amenities & Capacities

Max: 18, 5 foot tables

Max: 100 chairs

Room	Total Sq. Ft.	Amenities	Common Room Configurations/Number of Persons				
			 Board Room	 Theatre	 Classroom	 Horseshoe	 Rectangle/
Conference		⇒ 90" ActivPanel Touch Display ⇒ Audio & Video Conferencing	10	—	—	—	—
Jean Dahling Community Room A	1,316	⇒ 90" ActivPanel Touch Display ⇒ Sound system ⇒ Assistive Listening	16	55	24	30 (3 horseshoes)	24
Jean Dahling Community Room B	594	⇒ 90" ActivPanel Touch Display ⇒ Sound system ⇒ Sink	16	45	20	20 (2 horseshoes)	—
Jean Dahling Community Rooms A & B	726	⇒ 90" ActivPanel Touch Display ⇒ Sound system ⇒ Sink	32 (1 on each side)	100	36	60 (6 horseshoes)	36

FERGUS FALLS PUBLIC LIBRARY MEETING ROOM APPLICATION

Organization name _____

Mailing address _____

City _____ State _____ Zip code _____

Contact person _____

Phone _____ E-mail _____

Alternative contact _____

Phone _____ E-mail _____

Meeting topic _____

Expected number of attendees _____

Single use: Meeting date _____

Start time* _____ End time* _____

Multiple uses: Meeting date(s) _____

Start time* _____ End time* _____

** Groups using the meeting room must check-in/start their meeting prior to the library's closure hour for that day. Meetings may continue after the library has closed up to 11:00 p.m.*

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible; failure to notify may result in loss of future meeting room use.

Signed _____ Date _____

Please note: Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel. Please drop off or mail this form to: **Fergus Falls Public Library, 205 E. Hampden Ave., Fergus Falls, MN 56537 (218)739-9387.**

Office Use Only:	Application approved: _____ (staff initials)	Date: _____
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