

**AUSTIN PUBLIC LIBRARY
MEETING ROOM RULES**

1. The meeting rooms are available during the Library's regular open hours. All meeting room use must be concluded and the rooms vacated **no later than** five minutes prior to closing. Users who fail to depart the rooms in a timely manner at closing may be restricted from future use.
2. The meeting room reservation form must be completed by a responsible individual in advance of the meeting time.
3. Room reservations can be made no more than six weeks in advance. Recurring use (i.e., monthly or weekly) is only allowed if the room is available, and may not be rebooked until the day of the previously scheduled meeting. It is not the intent of the Library to provide space on a frequent or permanent basis to a particular group, person or organization.
4. Meetings that interfere with the normal operation of the library due to excessive noise, anticipated or actual attendance in excess of room capacity, or disruptive behavior are not permitted, and may be terminated at any time by the Library Director or staff member in charge. Any fees paid for such use will not be refunded in such instances.
5. Meeting rooms are generally free to community groups, study groups, clubs or individuals. Current rental fees are stated on the Meeting Room form and are charged for private use (e.g., baby showers music recitals, or family gatherings) or business use (staff recruitment, meetings or trainings). On-site sales are allowed in accordance with the library's *Policy On Outside Sales, Solicitation and Petitioning*.
6. Users are responsible for arranging tables and chairs as needed for their meeting or event. The meeting rooms must be left in clean and useable condition at the end of the meeting, program or event, with furniture in its original placement.
7. Arrangements for use of the piano and/or audiovisual equipment should be made at the time the meeting room is reserved.

Reviewed: May 2023

AUSTIN PUBLIC LIBRARY BOARD - MEETING ROOM POLICY

Austin Public Library will make the Library's meeting room space available on as widespread and equitable a basis as possible for community use, with particular emphasis on community education and informational meetings and programs.

The meeting rooms may be used for any lawful public or private purpose, as long as the use does not interfere with the library's regular business. All uses are subject to the approval of the Library Director or his/her designee. In the case of any dispute over the use of the meeting rooms, the Austin Public Library Board is the final authority in granting or refusing permission for the use of Library facilities, per Minnesota Statutes 134.11.

The fact that a meeting, program or event occurs in the Library is not an endorsement by the Library of the meeting, program or event or of the sponsoring group's or individual's beliefs, policies or programs. Neither the Library's name nor its address may be used as the headquarters for any group or individual.

Due to the high demand for meeting room space, the Library Director establishes and publishes specific regulations based on this policy, including use priorities, rules regarding fees, advance booking requirements, and rules of use.

*Last Reviewed: May 8, 2023
Adopted: September, 1996*