

# Shreve Memorial Library

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## Meeting and Study Room Policy

Shreve Memorial Library allows free use of its meeting room facilities as a service to the public. As such, any event held therein may not have an admission fee and must be open to the public.

The meeting rooms are most appropriate for meetings, seminars, workshops, presentations, and forums.

### **RESTRICTIONS**

The meeting rooms are available without charge to qualifying individuals or groups.

Meetings must be free and open to the public, and must be promoted in the media as such.

No admission fee or donation may be required or solicited from those attending meetings in the library.

The facilities are not available for shows designed to promote commercial products or services.

Retail sales are not allowed, except by permission of Library administration when an author or artist is allowed to do a signing.

Library programs and governmental functions such as public elections and required training of poll workers receive priority in the scheduling of the meeting rooms.

Use of the library's meeting room does not constitute the Library's endorsement of viewpoints expressed by participants.

No private parties or functions, such as wedding or baby showers, etc., are permitted in Library meeting rooms, even if they are ostensibly "open to the public".

Political events or rallies promoting a particular candidate are not allowed. However, general meetings on political topics and forums discussing opposing viewpoints may be held.

The library reserves the right to change, cancel, or revoke reservations for meeting rooms. If changes or cancellations are necessary, the library will provide the affected group as much notice as possible.

Meetings or gatherings of any kind that would interfere with the operation of the library or the safety of its users are prohibited. Examples include having a number of people greater than room size limits, activity or noise levels that disturb other users or the use of hazardous materials such as lighted candles or spirit-lamp heaters used to warm food. Any use of open flame is prohibited.

No illegal activities may take place, inside or outside on Library grounds. No weapons or illegal drugs are allowed on the premises, unless part of a demonstration by an authorized law enforcement agency.

Smoking is not permitted inside the library or within 25 feet outside of library buildings.

Alcoholic beverages may not be consumed on the premises.

Groups may not receive mail at the library's address or publish the library's phone number as a contact for the organization or the meeting. Library staff members are unable to deliver messages to meeting participants except in cases of emergency.

## **CONDITIONS OF USE**

Organizations are responsible for keeping the room clean and removing any litter produced by their meeting. If the group does not leave the room in a clean and orderly fashion, the group will receive a notice that a recurrence will result in the cancellation of all future meetings. A custodial fee will be assessed if necessary. The organization is responsible for paying for repairs for any damages caused to the facility.

The group using the room will be responsible for setting up the chairs and tables, which are provided by the library, and for returning them to their places after the meeting. The Library will not be responsible for special set-ups. Furnishings may not be borrowed from other areas of the library.

Light refreshments may be served. No cooking may be done in the meeting rooms; all food must be prepared outside the library, though it may be heated up in meeting rooms where there is an oven or microwave. Multiple crock pots and counter-top appliances that could over load circuits will not be allowed.

Electrical outlets provided in library public service spaces, including meeting/study rooms, may be used to power mobile devices, including laptops, and devices loaned to patrons by the library. They may not be used to power small appliances, for example, coffee pots and space heaters, or any other electrical device that may pose a safety or fire hazard. Electrical cords and power strips attached to approved devices may not be draped across aisles or walkways or arranged in a way that constitutes a personal hazard. Library patrons may not unplug library equipment in order to access an outlet for personal use.

Groups using the meeting rooms will not be admitted before the scheduled opening time for the library whose room they are using. Groups must vacate the meeting room no later than 30 minutes before the normal closing time of the library whose room they are using.

If a group has booked a meeting room but is more than 30 minutes late in arriving for the scheduled time, their booking for that session will be cancelled unless the user has called to say they will be late. Failure to give advance notice of cancellation will result in a warning to the organization; any further failure to notify in advance of cancellation will result in the cancellation of all that organization's bookings.

Certain audio-visual equipment is available when reserved in advance for free use, provided that a qualified operator signs a form agreeing to take responsibility for damage or loss of the equipment.

Meetings involving young people under the age of 15 must have an adult sponsor in attendance during the entire meeting. Children under the age of 10 years must be accompanied by a parent or responsible caregiver at all times.

The library is not responsible for loss, damage, or injury sustained by any individual(s) using its facilities.

Any group using a meeting room must indemnify and hold harmless Shreve Memorial Library and/or its staff and Board of Control for any accident or injury resulting from negligence by the group or any member of the group.

Publicity is the responsibility of the individual or organization holding the meeting. It is incumbent upon the organization to make every reasonable effort to clarify to the media (and to the public) that the Library does not necessarily sponsor the activity or endorse what it represents.

All meetings must be promoted as free and open to the public.

## **RESERVATIONS**

Reservations will be made on a first-come, first served basis and may be booked up to 90 days in advance of the meeting date.

Reservations must be made in person or by telephone at the location where the meeting is to be held.

An individual designated by the requesting organization should make the reservation of a meeting room in advance.

Library group study rooms may be booked on a more informal basis than meeting rooms; if the study room is free it may be booked "on the spot."

A representative of the group using the room must sign a Meeting Room Policy Acceptance statement for the location where they are booking the room.

This form must be renewed annually for each location a group is using, and a signed form must be on file at the branch before the room may be booked. The representative must present valid and current identification when submitting the form.

Scheduling priority will be given to library-sponsored meetings and to government functions such as public elections which, in extreme circumstances, may preempt other scheduled meetings.

Users must hold the Library harmless from any liability for cancellation of meetings or for mistakes in booking the meetings.

Classes or other educationally sponsored activities which involve a full semester (or many meetings over a period of many consecutive weeks) will be considered on an individual basis. The chief determining factors will be how much of the "prime time" availability this class occupies and to what extent it prevents use by other groups and activities.

Meeting and study rooms may only be booked for normal hours the library is open to the public. No bookings will be accepted for times when the library is not open; when the library must close for an emergency, all meeting/study room bookings will be cancelled.

## **MEETING AND STUDY ROOMS AVAILABLE**

**Main Library**, 424 Texas St., Shreveport, 71101, phone 226-5897, Meeting Room on 1<sup>st</sup> floor, seats 48 at tables or 175 theater style.

**Atkins Branch**, 3704 Greenwood Road, Shreveport 71109, phone 635-6222. Meeting room seats 20 with tables, or 48 theater style. Group study room seats 5.

**Broadmoor Branch**, 1212 Captain Shreve Dr., Shreveport, 71105, phone 869-0120. Large meeting room seats 40 with tables, or 95 theater style. Three group study rooms; one seats 8 to 10 and the others seat 4 to 5.

**Cedar Grove/Line Ave. Branch**, 8303 Line Ave., Shreveport, 71106, phone 868-3890. Meeting room seats 18 at tables, or 65 theater style. Two group study rooms; one seats 6 and the other seats 2.

**David Raines Branch**, 2855 Dr. Martin Luther King Jr. Drive, Shreveport, 71107, phone 222-0824. Meeting room seats 24 with tables, or 54 theater style.

**Hollywood/Union Avenue Branch**, 2105 Hollywood Ave., Shreveport, 71108, phone 636-5520. Meeting room seats 20 with tables, or 48 theater style. Group study room seats 6.

**Hamilton/South Caddo Branch**, 2111 Bert Kouns Industrial Loop, Shreveport, 71118, phone 687-6824. Larger meeting room seats 40 at tables, or 80 theater style. Smaller meeting room seats 20 at tables or 35 theater style. Two group study rooms; one seats 8 and the other seats 12.

**Mooretown Branch**, 4360 Hollywood Ave., Shreveport, 71109, phone 636-5524. Meeting room seats 20 at tables or 41 theater style.

**North Caddo Branch**, 615 North Pine, Vivian, La. 71082, phone 375-3975. Meeting room seats 24 at tables or 50 theater style.

**North Shreveport Branch**, 4844 North Market St., Shreveport, 71107, phone 674-8172. Meeting room seats 24 at tables or 50 theater style.

**Walette Branch**, 363 Hearne Ave., Shreveport, 71103, phone 425-3630. Meeting room seats 24 at tables or 72 theater style.

**West Shreveport Branch**, 4380 Pines Road, Shreveport, 71119, phone 635-0883. Meeting room seats 38 at tables or 90 theater style. Two study rooms, each seats 4.

*Adopted by Shreve Memorial Library Board of Control, January 25, 2010; Revised July 24, 2017;  
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