MNG-8

MEETING ROOM USE

Policy Statement
The Manhattan Public Library welcomes everyone with inviting spaces for collaborative interaction and public use. Meeting rooms are available so that people may gather to exchange ideas, access and share information and participate in community activities. Meetings and activities held in the library should be in accordance with the library's mission and goals. All meetings and events must be free of charge for those attending. Priority for meeting room use is given to the library and library-sponsored organizations.

Public use of rooms may not interfere with the library's operation. Library policies regarding customer behavior and library facilities apply to meeting room use. Any violation of conduct should be reported to staff. The further use of meeting rooms may be denied to individuals or groups who disregard library regulations. Library staff reserve the right to attend meetings at any time.

Any damage, loss, theft or misuse of library equipment or facilities is the responsibility of the group or individual reserving the room.

Regulations

Rooms are available with the following exceptions:

- Groups or individuals whose conduct would interfere with the proper functioning of library business, is incompatible with the library environment, or would interfere with the library's operation. This includes conventions, events of a strictly social nature (weddings, parties, funerals, reunions, dances, trade shows, etc…), and events that would create excessive noise. Events that conflict with the library's Customer Conduct policy are not permitted.

- Groups or individuals whose intent is to use the room for retail sales or monetary gain. This includes the receipt or solicitation of fees, contributions, donations, distribution of materials or promotion of commercial information, or collection of attendees' personal information for future sales or solicitations. The director may make exceptions for library-related events.

  Money may only be collected for the actual cost of food provided to attendees.

- Groups or individuals whose purpose is illegal.

Reservations and Cancellations:
Meetings and programs (including set up time and tear down time) must be during the library's hours of operation and conclude 15 minutes prior to closing time. Library hours are Monday –

Thursday, 9 a.m. to 9 p.m. Friday, 9 a.m. to 8 p.m., Saturday, 9 a.m. to 6 p.m. and Sunday, 1 p.m. to 6 p.m.

Requests are confirmed on a first-come, first-served basis. Patrons are permitted three active room reservations at any time. Reservations may be made up to 6 months in advance.

If a meeting, program, or class is cancelled, the group's contact person or coordinator should notify library staff in advance in person or by phone so that the room can be made available to others. Reservations will be held for 30 minutes; if the library has not been notified to retain the reservation, the room may be released to another customer. Failure to notify the library of a cancellation may result in the denial of future meeting room privileges.

Customers agree to provide the library with a name and phone number for public contact to answer questions about meeting content.

Library staff must confirm or deny all reservations. Approval or rejection of requests for meeting rooms will be determined using this policy. When questions arise as to eligibility for requesting use of meeting rooms, library staff may seek more information from the group or individual.

Programs or gatherings which present a danger to the welfare of the participants, attendees, library staff, patrons, and/or the community are prohibited. Programs not in keeping with the library's goals and objectives, that impede library staff or endanger the library building or collection or otherwise interfere with the proper functions of the library by causing excessive noise, safety hazards, security risk, etc. are prohibited.

The library reserves the right to cancel any reservation. This may be for reasons such as: failure to follow library policy to preserve a safe environment, any emergency that may arise, or for other reasons determined by library staff.

The library Board of Trustees Board of Trustees of the library will review the meeting room policy periodically and may amend policies and procedures at any time. Any appeals for changes or exceptions to any portion of the meeting room policy will be considered. An individual or organization wishing to file an appeal shall submit a written appeal to the director. The appeal will be reviewed by the Board of Trustees within 30 days or the next regularly scheduled board meeting for a final decision.

When the library closes because of a facility or weather related emergency, all efforts will be made to notify the contact person of groups scheduled to use a meeting room. During adverse weather conditions when contact has not been made by library staff, individuals or groups should call the library, listen to KMAN at 1350AM, or check KMAN's web site for closing information.

Responsibilities and Rules for Use:
Groups and individuals are responsible for leaving meeting rooms in good order after use. This includes:

- returning all tables and chairs to the original setup;

- placing all trash in receptacles provided by the library;
- reporting any spills immediately to staff in the Administrative office or Adult Services;
- removal of all personal effects.

Meeting times and organizations are posted within the library outside of each meeting room.

Set up and special arrangements of chairs and tables are the responsibility of the customer. No signs, tables or set up are allowed outside the meeting room.

All publicity concerning meetings should make clear that the library is not the sponsor, and advertisements must include the statement, **"not a program of the Manhattan Public Library."** Neither the name nor address of the Manhattan Public Library may be used as an organization's official address with the exception of library-affiliated organizations or with the approval of the library director.

Decorations or displays must be freestanding, pinned to available cork strips in the room or limited to tabletops. No tape (except blue painters tape), tacks or glue may be used on walls.

Special cleaning required or damage caused to library property or equipment will be charged to the group or person reserving the room and/or result in denial of future room requests.

Safety and Security:
- Egress routes may not be obstructed in any way and exit signs must remain clearly visible.
- Storage is not available. The library is not responsible for items lost or stolen.
- Groups must adhere to the maximum capacity set by law and posted in each meeting room.
- No flame-producing or hazardous devices may be used in the library.

Parking:
Groups with more than 25 attendees should use public parking facilities on nearby streets and lots. We ask that larger groups use the public parking lot at 6th and Houston Streets so that patrons using the library for a short period of time have access to the parking lot adjacent to the building.

Liability

Manhattan Public Library is not liable for injuries to individuals or for damages to (or the loss of) personal property of individuals or groups using a meeting room. **The library is not responsible for the content of programs presented by outside groups.**

Procedures

To use the online room request system, customers must have a library card. Customers without a card may still be eligible to reserve the facilities, and should call library administration for assistance.

Refreshments may be served in the Auditorium, Groesbeck Meeting Room**,** and Friends Meeting Room, but use of fuel canisters and open-heating sources is prohibited. Refreshments are not allowed in the Technology Center Classroom.

Limited kitchen facilities are available in the Auditorium. This includes a refrigerator that must be emptied upon vacating the room.

Kitchen facilities and convenient access to water are not available in the Groesbeck Meeting Room or Friends Meeting Room.

All supplies for refreshments must be supplied by room customers. Alcoholic beverages may not be served in the library.

Facilities and Available Equipment

Advance reservations are posted each day when the library opens (9 a.m. Monday through Saturday; 1 p.m. Sunday). Except in cases of damage or destruction, there is no charge for equipment use.

Auditorium - Total seating capacity is 125. Maximum room capacity is 200. The Auditorium is furnished with 70 chairs set up for theatre-style seating and an additional 25 chairs arranged around a conference table. Extra chairs and tables are available on request.

Equipment available in the Auditorium:
- Sound system with multiple microphones
- Assistive listening devices
- Built-in screen
- Moveable podium
- Moveable dry erase white board with markers
- Wireless internet access
- Electrical outlets
- Digital projector built into the ceiling for use with customer-supplied computer
- Blu-ray/DVD player connected to digital projector

A library staff member will set up library-owned equipment and ensure its proper operation as soon as requested via a phone in the Auditorium. Groups must bring their own computer/laptop or other electronic devices not provided by the library, and equipment must be adaptable to a VGA or HDMI connection. Library staff will not operate equipment during programs (e.g. run slide shows), but will store library equipment after use.

Friends Meeting Room - Total seating capacity is 10. Maximum room capacity is 11. The room is furnished with one table and 10 chairs. It may be reserved in conjunction with the Groesbeck Meeting Room (capacity 25), if both are available. Wireless internet access is available. Electrical outlets are available.

The Friends Meeting Room is available for public use when the room is not reserved in advance. Advance reservations are posted each day when the library opens (9 a.m. Monday through Saturday; 1 p.m. Sunday). Customers must vacate the room 30 minutes prior to a scheduled meeting. To use the Friends Meeting Room without a reservation, check in at the Reference/Adult Services desk on the second floor of the library.

Groesbeck Meeting Room - Total seating capacity is 25. Maximum room capacity is 47. The room is furnished with tables and surrounding chairs. In order to book the Groesbeck Meeting Room, reservations must be placed and approved at least one day prior to when the meeting is to be held. It may be reserved in conjunction with the Friends Meeting Room (capacity 10), if both are available.

The Groesbeck Meeting Room is available for public use when the room is not reserved in advance. Customers must vacate the room 30 minutes prior to a scheduled meeting.

Equipment available in the Groesbeck Meeting Room:
- Sound system
- Assistive listening devices
- Built-in screen
- Moveable podium
- Moveable dry erase white board
- Wireless internet access
- Electrical outlets
- Digital projector built into the ceiling for use with customer-supplied computer
- Blu-ray/DVD player connected to digital projector

A library staff member will set up library-owned equipment and ensure its proper operation as soon as requested via a phone in the Groesbeck Meeting Room. Groups must bring their own computer/laptop or other electronic devices not provided by the library, and equipment must be adaptable to a VGA or HDMI connection. Library staff will not operate equipment during programs (e.g. run slide shows), but will store library equipment after use.

Computer classroom - The classroom has 19 computers and seats, as well as a laptop for the instructor to use. Maximum room capacity is 29. It may be reserved for instructional and training purposes.

The computer classroom is equipped with:
- 19 networked computers with high-speed internet access
- Laptop for instructor
- Built-in screen
- Digital projector built into the ceiling
- Tabletop podium
- Dry erase white board
- Laser pointer
- Audio amplifiers, speakers
- Wireless internet

- Each computer has MS Office suite software including Word, Excel, Access, PowerPoint, Publisher, and Front Page.
- Each computer has headphones

Installation of additional software on individual classroom computers is limited and may be unavailable. Due to security and reliability, software will not be installed on any library server. Servers may not be added to the library's network. Any modification to library computers may only be performed by library staff. Groups are responsible for ensuring that any software not provided by the library meets copyright and licensing rules and regulations.

Any special technology needs or other class requirements should be discussed with the Technology Center manager at 785-776-4741 x501 to determine if the computer classroom can meet such needs before making reservations and establishing dates for training. We cannot guarantee that special technology needs can be fulfilled.