



POLICY FOR USE OF LIBRARY MEETING ROOMS AND MAIN LIBRARY AUDITORIUM

GENERAL

The Library meeting rooms are available at no charge. The groups which may use these rooms must be non-profit and engaging in the following purposes:

- Library related activities
- Educational, cultural, intellectual, charitable and/or community related activities.

There will be no commercial use of the facility. The facility may not be used for specific political activity (i.e. political campaigns, running for office, etc.) as set out in Administrative Rule 8.10 of the St. Petersburg City Code.

Religious groups may use the facility for educational, cultural, intellectual, charitable and/or community related activity purposes. A religious group's function, such as a worship service, may be considered on an individual meeting basis by the Library Manager. The Library Manager has the final decision in permitting use of the facility to any group.

AVAILABILITY

Rooms may be reserved by non-library sponsored groups on a basis of 6 reserves at one time. Reservations are taken after October 1 for the next calendar year, beginning in January.

Non-library sponsored groups that wish to re-apply for 6 more reservations must do so no earlier than their second before last reservation (i.e. reservation #5 date).

If, by the first day of any given month, space remains available, additional dates may be granted at the discretion of the Library Manager or her designee.

The library reserves the right to deny use of the meeting rooms.

SCHEDULING

Library activities have priority over other activities.

Rooms are reserved on a first-come, first-served basis. All organizations are expected to turn in reserve requests in writing via the standard application form and should include: specific dates, time, room request and the contact person's full address and phone number. It is the meeting group's responsibility to confirm room reservations. Applications and arrangements for use of the meeting rooms shall be made in the Office Systems Specialists office.

The library retains the right to cancel a reservation for a meeting room. If cancellation is necessary, the Library will notify the group for whom the room had been reserved.

Groups holding reservations are requested to notify the Library of any cancellation at the earliest possible date in order to free the meeting room for other groups.

ROOM SET-UPS & AUDIO/VISUAL EQUIPMENT

Please note that all groups are responsible for setting up the Auditorium and Meeting Room B for their meetings taking place in those rooms. There are tables and chairs available for set-up in each of those two rooms. If meeting in the Auditorium, sometimes tables and chairs are stored within the two closets of the room. Groups should be prepared to arrive early and should have at least 2 people from the group on hand, in order to arrange a room as necessary.

Any required usage of audio/visual equipment within the meeting rooms must be made in advance and indicated on the Meeting Room Application Form. For those groups meeting on a continuous basis in Library meeting rooms, at least 48 hours notice must be given for special, one-time only requests.

Hanging items on the walls or ceiling of any of the conference rooms or Auditorium is prohibited, unless approval is given in advance by the Library Manager.

There is a piano located in the Auditorium. We ask that all groups using the Auditorium would refrain from attempting to physically move the piano, as it is extremely heavy. Any special needs regarding the piano should be brought to the Library Manager's attention, well in advance of a scheduled meeting in the Auditorium.

FEES

There is no charge for use of the room by non-profit organizations. Only non-profit groups are allowed to use the rooms. Groups requesting use of the room under non-profit status may be asked to produce verification of their non-profit status.

SEMINARS/PROFESSIONAL ASSOCIATIONS

For-profit groups (i.e. doctors offices, investment/insurance companies, etc.) are not allowed to do educational seminars at the Library.

Seminars are allowed only for professional associations or non-profit groups.

If a professional association wishes to advertise their seminar, all advertising must show the seminar as being conducted by the professional association, not a private office/company.

Literature for the seminar cannot be distributed with a private office's or company's name, phone number or address listed on the material.

LIBRARY ENDORSEMENTS

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the Library or City of St. Petersburg.

LIABILITY

The Library does not assume any liability for groups or individuals attending meetings in the Library, nor does the Library assume responsibility for any loss, damage, costs and/or expense that may arise during the use of Library facilities.

RULES FOR USE

1. Smoking is prohibited.
2. Food/Refreshments are only permitted in the Auditorium.
3. The groups using the room shall leave it in neat, clean, and orderly condition; if not, continued offenses will result in the group being denied access to meeting rooms.
4. Groups are responsible for keeping attendance in compliance with levels established by the fire codes.
5. Sale of merchandise or other materials is forbidden on the premises unless specific approval from the Library Manager is obtained in writing, prior to the meeting.
6. All programs are to be free of charge, donations are not permissible. A maximum charge of \$10.00 per person, for workshop materials only, will be allowed on approval of the Library Manager.
7. Rooms must be used during library hours and adjourn at least 15 minutes prior to closing.
8. All meetings taking place by non-Library sponsored groups are open to anyone in the general public who may be interested in attending said meetings.
9. All meetings are to be held in a conversational and orderly manner and conference room door must be closed. Excessive noise or unruly behavior will result in a warning. Continued excessive noise or unruly behavior will result in termination of the group's meeting and termination of any future conference room meeting privileges for said group.
10. Distribution of flyers or tracts to patrons passing by or soliciting patrons within the Library to attend any given meeting is prohibited.

07/26/2006