

POLICY FOR USE OF LIBRARY MEETING ROOMS

GENERAL

The City of St. Petersburg has various meeting and conference rooms (“Rooms”) in its library system that are made available to individuals and non-profit organizations for the limited purposes set forth below. Commercial use of the Rooms is not permitted. The Rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use of the Rooms.

Rooms will be made available for the following purposes only and based on the following order of priority:

1. City of St. Petersburg events and activities.
2. Other governmental agencies’ events and activities.
3. Educational, cultural or community related activities.

By adopting this policy, the City does not intend to create a general or limited public forum and reserves the right to manage use of the Rooms (including but not limited to denying use of the Rooms) based upon the operational needs and limits of the library system. Allowing use of the Rooms does not imply the City’s endorsement of any activity or event conducted in the Rooms or of any person or organization conducting the event or activity.

SCHEDULING AND AVAILABILITY

Rooms are reserved on a first-come, first-served basis. All persons and organizations are required to submit reserve requests in writing via the *Meeting Room Application Form* which includes the specific date, time, and room requested and the applicant’s full address and phone number.

No more than six (6) reservations for Rooms may be made at one time and a person or organization cannot have more than (6) reservations for Rooms at one time. Reservations for use of the Rooms in the following calendar year are taken after October 1 in the current calendar year.

If by the first day of any given month space remains available, additional reservations may be granted at the discretion of the Library Manager or his or her designee on a first come first-served basis, consistent with this policy.

Applications and arrangements for use of the Rooms shall be made in the Office Systems Specialist’s Office at the Main Branch and Circulation Desk at other branches.

It is the person or organization’s responsibility to confirm room reservations.

The City retains the right to cancel a reservation for a Room based upon the operational needs and limits of the library system upon notice to the reserving party.

Persons and organizations holding reservations are requested to notify the Library Manager of any cancellation at the earliest possible date in order to make the Room available for other use.

Failure of a person or organization to comply with this policy, including but not limited to the Rules for Use set forth herein, may result in such person or organization being ordered to immediately cease use of the Rooms and may also result in denial of future use of the Rooms.

ROOM SET-UP & AUDIO/VISUAL EQUIPMENT

Please note that all individuals and organizations are responsible for setting up the Rooms for their activity or event. Tables and chairs are available in some Rooms; check with the Office Systems Specialist's office at the Main Branch and Circulation Desk at other branches.

Any requested usage of audio/visual equipment in the Rooms must be made in advance and indicated on the *Meeting Room Application Form*.

Hanging or affixing items on the walls or ceiling of any of the Rooms is prohibited.

There is a piano located in the Auditorium of the Main Branch. Use of the piano is prohibited without the prior consent of the Library Manager.

FEES

The Rooms are available at no charge. A non-profit organization requesting use of any Room may be asked to produce verification of the organization's non-profit status.

SEMINARS

Without limiting the generality of this policy (e.g., the provision of this policy that prohibits commercial use of the Rooms), for-profit entities (e.g., doctors' offices, investment companies, insurance companies, etc.) are not permitted to use the Rooms for seminars.

Seminars may be conducted only by non-profit organizations.

If a non-profit organization wishes to advertise its seminar being conducted in one of the Rooms, all advertising must show the seminar as being conducted by the non-profit organization, not a for-profit organization.

Literature for a seminar conducted in one of the Rooms cannot be distributed with a for-profit organization's name, phone number or address listed on the literature.

LIABILITY

The applicant for a Room reservation and any other person or entity on whose behalf the application is being made, by submitting the application, agree to defend, pay on behalf of, indemnify and hold harmless the City of St. Petersburg, Florida and its employees, agents, elected and appointed officials and volunteers (collectively, "Indemnified Parties") from and against any and all liability, claims, damages, demands, judgments, liens, fines, penalties, costs and expenses, including without limitation, attorneys' and experts' fees at trial and on appeal, alleged or claimed to be arising from or in connection with, in whole or in part, either directly or indirectly: (i) use of any Room(s); (ii) the sole or contributory negligence (active or passive) of the applicant, or its agents, employees, or volunteers, or of participants in the event or activity being conduct in any Room(s); (ii) the negligence of the Indemnified Parties arising out of use of any Room(s); (iii) the intentional wrongful acts and omissions of applicant or its agents, employees, or volunteers, or of participants in the event or activity being conducted in any Room(s); (iv) the City's obligations pertaining to defective conditions in the Room(s); and (v) the failure of the applicant or its agents, employees, or volunteers, or of participants in the event or activity being conducted in any Rooms, to comply and conform with applicable laws, rules, regulations and ordinances.

RULES FOR USE

1. Smoking is prohibited.
2. Food and beverages are only permitted in the Auditorium of the Main Branch.
3. Rooms shall be left in a neat, clean, and orderly condition.
4. The person or organization who reserves the Rooms is responsible for keeping attendance in compliance with fire codes.
5. Sale of merchandise or other materials in the Rooms is prohibited.
6. All programs conducted in Rooms shall be free of charge (donations are not permissible) and open to the public. A maximum charge of \$10.00 per person for event or activity materials only is permitted.
7. Rooms must be used during library hours and use of the Rooms must end at least 15 minutes prior to library closing.
8. All meetings are to be held in a conversational and orderly manner with Room doors closed. Excessive noise or disruptive behavior will result in a warning. Continued excessive noise or disruptive behavior will result in termination of the person or organization's use of the Room.
9. Solicitation of library patrons to attend events or activities in Rooms is prohibited.