

**Abilene Public Library**  
**Meeting Policy – Library Hours**  
**Approved by the Library Board on 8/13/2024**

Objectives:

The Abilene Public Library encourages public use of meeting rooms, creating a place where people may gather to learn and participate in community activities. The meeting rooms are available during regular library hours at no charge to community groups to help serve the community's needs for educational, civic, informational, and cultural enrichment. Meeting space may also be used by small groups or individuals for noncommercial private meetings either in person or via phone/internet.

Conditions:

1. Library activities and services take precedence over scheduling of meeting rooms for other groups.
2. Scheduling should be done by calling the Library at 263-3082. Space is available on a first-come, first-served basis.
3. Meetings must end 10 minutes before scheduled closing time unless other arrangements are made.
4. The library requests notification as soon as possible if a meeting is canceled. The library will attempt to contact the meeting contact person if the library has to close for any reason. Please attempt to contact the library or check social media in case of inclement weather.
5. Refreshments may be served and the kitchen facilities used. The Library has coffee pots available for use but does not provide coffee, cups or other paper products. No alcohol products are allowed. No flame producing or hazardous devices may be used in the Library.
6. Public use of the meeting rooms may not interfere with the library's operation. Policies regarding patron behavior apply to meeting room use. Children must have adequate adult supervision.
7. Publicity for a meeting held by a non-library group must not be worded in a manner that would imply sponsorship or endorsement of the group's activities by the Abilene Public Library. There should be a disclaimer on all printed publicity that states: This program is not an Abilene Public Library event. The name, address or telephone number of the library must not be used as the official address or headquarters of an organization or group. Directional signage may be posted at the library with staff permission.
8. Set up time should be scheduled when the meeting is scheduled. No tape (except blue painters tape), tacks, glue, or anything else that can damage surfaces may be used. Set up and special arrangements of chairs and tables are the responsibility of the user. After the meeting, please:
  - a. Return all tables and chairs to the original set up.
  - b. Place all trash in the receptacles provided.
  - c. Report any spills to the staff immediately.
  - d. Remove all personal effects.
9. Technology and other equipment are available for the meeting rooms and groups are responsible to set up and use that equipment. Staff may not be available to assist with the use of technology. For this reason, it is recommended that if technology and equipment are being used, patrons come in advance to make sure they can successfully operate the technology provided.
10. Groups or individuals wanting to use the library's meeting spaces must have a signed Meeting Policy on file at the library. A group must designate a Responsible Party to sign the policy. Signed policies must be renewed each calendar year.

