

**Abilene Public Library**  
**Meeting Policy – Outside 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 outside regular library hours at no charge to community groups to help serve the community's needs for educational, civic, informational, and cultural enrichment. Meetings may not be held on days the library is not normally open including Sundays and observed holidays.

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. The library requests notification as soon as possible if a meeting is canceled.
4. 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.
5. Policies regarding patron behavior apply to meeting room use. Children must have adequate adult supervision.
6. 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.
7. 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.
8. Technology and other equipment are available for the meeting rooms and groups are responsible to set up and use that equipment. Staff will not be available to assist with the use of technology outside library hours. 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.
9. 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.
10. Groups meeting outside of library hours must arrange for the Responsible Party to pick up a key to the library and sign out the key in our log book. Please allow time to be shown the proper locking up procedure by library staff.

Restrictions:

Meeting rooms may not be used for any of the following:

- A. Commercial or private business purposes. 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. This includes hiring fairs or trade shows that benefit one business or individual. Dues for non-profit, service, or cultural organizations can be collected.
- B. Parties or strictly social events i.e.: birthdays, anniversaries, reunions, showers, or weddings.
- C. Meeting rooms may not be used for political rallies or campaigns. Forums, town halls, or educational meetings may be permitted.
- D. The library director or board may make exceptions for library-related events or events cosponsored by the library.

The Abilene Public Library is not liable for injuries to individuals or for damages to or the loss of property of individuals or groups using a meeting room. The library is not responsible for the content of programs presented by outside groups. The fact that a group is permitted to meet at the library does not in any way act as an endorsement by the Library Board or staff of the group's policies or beliefs. Video surveillance is active throughout the library.

The Responsible Party must agree to provide the library with a name, email address, 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.

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

Failure to abide by these policies or to cooperate with Abilene Public Library staff may result in loss of meeting room privileges.

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Organization/Group using facility

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Phone Number

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Email Address

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Responsible Party (Print)

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Responsible Party (Sign)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please sign and return by Email: [apl@abilenelibrary.org](mailto:apl@abilenelibrary.org) OR Fax: 785-263-2274