

Geneva Public Library Meeting Room Reservation and Use Policy

Geneva Public Library, in response to the needs of community residents, provides meeting areas in the library for public use on a request basis. The ultimate goal of providing for public meeting space within the library is to recognize the available library materials, resources, and services within the library and to promote awareness in the community that the library is an active informational and educational service of the local government.

Meeting Rooms

There are no fees for the use of library meeting rooms, but donations are encouraged.

The meeting rooms within the library building are available for use by individuals, local government, non-profit groups, civic groups, and/or businesses for informational, educational, charitable, or cultural meetings and programs when not needed for library purposes. Meeting rooms are open to all groups in the community regardless of the beliefs and affiliations of their members.

Individuals/groups authorized to use library meeting rooms must not discriminate against persons in regard to race, age, color, national origin, gender, religious or sexual preference, or physical abilities; and are responsible for meeting all Americans with Disabilities Act requirements.

All meetings or programs must be open to the public. No meetings or programs may be restricted through tuition or admission fees without prior consent from the Library Director, Board of Trustees, and City Administrator.

Use of the library meeting rooms does not imply that the Geneva Public Library, the Board of Trustees or the City of Geneva endorses the viewpoints presented.

Groups must not exceed the legal posted capacity of the meeting room as determined by the Nebraska State Fire Marshall. Maximum occupancy for the Large Meeting Room is 166 persons. Maximum occupancy for the Small Meeting Room is 40 persons. Maximum occupancy for the Library Board Room is 12 persons.

Events or meetings may not be publicized in a manner which suggests library sponsorship or affiliation without permission from the Library Director.

Library programming is an important aspect of the library's service to the community; therefore, library needs will take precedence over public use of the meeting areas. The library reserves the right to cancel reservations for meeting rooms if the space is needed for library activities, with at least two weeks' notice, if at all possible.

There will be no solicitation or proselytizing outside of library meeting rooms or the library building.

Political campaigning on library property will not be allowed, though meeting rooms may be used for general political purposes including information sharing, organizational meetings, or community forums.

No meeting which interferes with the operations and purpose of the library is allowed.

Youth, either organized groups or individuals, may only use meeting rooms if accompanied by a responsible adult over the age of 18.

All children under the age of 8 must be accompanied by a responsible adult over the age of 18 to a program or meeting, and must remain with the adult at all times. The library is not responsible for unattended children.

All individuals/groups agree to abide by the regulations of the library and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

Reservations

Reservations may be made up to 12 months in advance of the scheduled event. Library entities, and city or county governments are exempt from this restriction. If space is available, reservations may be made up to 24 hours before the scheduled event.

Local groups wishing to reserve library meeting rooms must first designate at least one person as their representative and only he/she may request meeting space for that organization. All contact between the library and the group will be conducted through this representative. The representative is responsible for seeing that restitution is made in the case of damage to the facility.

If an individual or group representative wishing to reserve library meeting rooms holds a current Geneva Public Library card, the patron's account must be in good standing.

Library staff should be notified of cancellations at least 24 hours before the scheduled meeting. Failure to abide by this rule may result in forfeiture of future use.

Reservations are taken on a first-come, first-served basis.

Approval to use library meeting rooms is not transferable to another individual or group.

Appropriate Room Use

No illegal activities may be conducted on library property.

No hazardous materials or weapons may be brought onto library property.

Open flames or candles are not allowed on library property.

Smoking or any use of tobacco is not allowed anywhere inside the library building.

Wireless internet is generally available for use by the public.

All users of the meeting rooms must conduct themselves in an orderly manner and observe the Library Behavior Policy.

Individuals/groups using the Large or Small Meeting Rooms outside of regular library business hours are responsible for opening, closing, and locking the library building; as well as turning off the lights. Keys may be checked out up to 24 hours in advance of the scheduled event only by an authorized contact person during regular library hours and must be returned in person or in the book drop within 24 hours of the meeting's conclusion. Any group responsible for losing a library key will be charged the entire cost for re-keying the entire library. This may be several hundred dollars.

The Library Board Room is only available during regular library business hours.

Groups must vacate the meeting rooms by the originally scheduled time to allow for use by other groups.

Individuals/groups are required to clean up after their events and to leave the room in the condition in which it was found, or better. Tables, chairs, and countertops should be wiped clean and the floor should be vacuumed. A vacuum and basic cleaning supplies are provided but if further cleaning is required, the individuals/groups using the meeting rooms will be charged for professional cleaning expenses.

Trash should be collected in the provided trash cans within trash liners. After the use of the facility, individuals/groups are required to remove their trash from the meeting room and take it to the trash collection bin in the alley. Trash is not to be left in the meeting room.

Library staff are not responsible for arranging room furniture before or after an event and the individual/group using the facility is responsible for returning the room to its previous condition, including the previous arrangement of room furniture.

Library staff are not available to assist in carrying in supplies or materials for meetings, although a wheeled cart may be available to borrow.

Nothing may be affixed or mounted in any way to the ceiling, walls, or furniture of any room.

An audio/video projection system is available in the Large Meeting Room, and a wall-mounted tv and speaker system is available in the Small Meeting Room. Any group utilizing the meeting rooms will be held responsible for theft of any components or any degree of damaging the

equipment that renders said equipment unusable, will be charged full replacement costs and future use of the facilities will be determined by the Library Director and Board of Trustees.

Refreshments

Food and drink may be served in the Large and Small Meeting Rooms, if the individual/group notifies library staff before the event. Individuals/groups should check with library staff before their scheduled event regarding the availability of coffee pots and drink dispensers. All consumables including, but not limited to, coffee filters, coffee grounds, napkins, cups, spoons, etc., are the responsibility of the individual/group using the facility. The library does not provide consumables. Faucets and sinks are available in both the Large and Small Meeting Rooms. A refrigerator with freezer and microwave are available for use in the Large Meeting Room.

Alcoholic beverages are not allowed anywhere on library property without permission of the Library Director, the Board of Trustees, and the City Administrator; and the required legal permits. The group utilizing the meeting room is responsible for obtaining all legal permits and neither the Geneva Public Library nor the City of Geneva can be held liable for any permit errors.

Fillmore County Genealogy Society

The Small Meeting Room is also home to the Fillmore County Genealogy Society and therefore holds genealogical-related materials and items. Due to the irreplaceable nature of the items kept here, use of the room may be limited. The Small Meeting Room is kept locked, except when occupied. Patrons or guests wishing to use the room must request entry at the library's circulation desk.

All genealogy materials must remain in the room unless photocopies are needed and a copier is not available in the room or when permission is received from the Library Director or members of the Fillmore County Genealogy Society to remove materials.

All materials must be handled with extreme care. Do not mark in, fold, trace over, or lean on the books, photographs, or documents. Make sure hands are free of grease and lotions when handling materials.

Patrons must stop back at the library's circulation desk and notify staff when they are finished with the room.

Rights and Exclusions

The library retains the right to deny space to any user whose planned use of the space does not comply with this policy or whose past use has violated the rules listed herein. Those parties who do not comply with this policy may be immediately removed from the room and/or library property.

The Library Director is responsible for the administration of this policy.

The library is not responsible for theft of or damage to items brought onto library property.

The library shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of any organization using library meeting rooms.

The library will not provide storage for any purpose or group other than its own without advance permission of the Library Director or Board of Trustees.

The library reserves the right to cancel room reservations for operational purposes including, but not limited to, weather closings, power outages, or other unforeseen events.

In the event circumstances arise which are not covered by the document above, the decisions of the Library Director or other appropriate staff are binding.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Adopted by the Library Board of Trustees..... 2/24/2015
Approved by the City Administrator 2/20/2015
Reviewed and Revised by the Library Board of Trustees 9/26/2017
Reviewed and Revised by the Library Board of Trustees 1/31/2023
Reviewed and Approved by the City Administrator 2/1/2023