

## **Meeting Rooms**

**10/11/21**

### **4.11 Meeting Room Policy**

The Southeast Arkansas Regional Library System makes available public meeting spaces for users of the library in accordance with the following policy. The primary use of Library Meeting Rooms shall be for Library or Library-sponsored activities held in conjunction with the Friends of the Library or community partners, or for other library purposes. When otherwise available, the Library will offer Meeting Rooms for the use of groups and citizens, regardless of their affiliation or beliefs.

The Rooms will be available for groups or citizens to conduct programs, meetings, seminars, study groups, planning sessions, training programs and related activities. All such events shall be free and open to members of the public who may wish to attend. The Library shall not discriminate in granting permission for the use of Meeting Rooms on the basis of race, religion, age, gender, national origin or disability. In allowing a group to use a Meeting Room, the Library does not imply any endorsement of the group's beliefs, policies, practices or program. The room may not be used for political activities, religious ceremonies, social events, for profit-making purposes, or for any purpose which is illegal, and there will be no selling, soliciting, or signing of contracts allowed on the premises. No admission fee may be charged, donations solicited, or a collection taken at any meeting.

All who wish to reserve a room must submit a completed *Meeting Room User Agreement Form*. In the event of a cancellation, please contact the library as soon as possible. Failure to report cancellations may result in loss of meeting room privileges.

### **Study Rooms**

The Southeast Arkansas Regional Library offers Study Rooms at certain locations to individuals and small groups so they may meet or study in a space with limited distractions. Study Rooms are not available for purely social purposes or for the benefit of self-promotion of individuals or commercial concerns.

The Library shall not discriminate in granting permission for the use of Study Rooms on the basis of race, religion, age, gender, national origin or disability. In permitting an individual or group to use a Study Room, the Library does not imply any endorsement of the individual's or the group's beliefs, policies, practices or program.

### **Patron Responsibilities**

Patrons must adhere to all library policies, including the behavior policy and the Meeting and Study Room Rules of Use. Staff will use their best judgment in determining inappropriate use and discuss with patrons any activities that are unsuitable for the public gathering places.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations.