ROOM USE POLICY

The Blanchard Community Library provides meeting and study rooms to support educational, cultural, and civic activities within the Library's service area. Consistent with the American Library Association's Library Bill of Rights, these rooms are made available on an equitable basis for approved uses. As a limited public forum, they are subject to all applicable Library policies and procedures.

Eligibility

Meeting and study rooms may be reserved by individuals who are at least 18 years of age and hold a Blanchard Community Library card in good standing. Reservations are limited to groups of five (5) or more. Smaller groups may be better served by using seating available in the Library's main reading area.

The applicant is responsible for the conduct of all attendees and for any damage or policy violations that occur during the reservation. Because meeting and study rooms provide access to semi-private spaces with limited staff supervision, users are expected to comply with all Library policies at a high standard of conduct.

Separate violations of the Code of Conduct may result in the loss of room-use privileges, and any suspension of general library privileges automatically includes suspension of room-use privileges.

Use of a library meeting or study room does not constitute Library endorsement of the viewpoints or activities of any individual or group.

Permitted and Prohibited Uses

Meeting and study rooms may be used for:

- Educational, cultural, civic, or community-focused meetings
- Nonprofit programs and community group activities
- Government meetings or workshops
- Study, discussion, or collaborative work
- Library-sponsored or Library-related events

Meeting and study rooms may not be used for:

- Activities prohibited by federal, state, or local law
- Direct sales, solicitation of customers, or collection of personal information for sales or future solicitation

- Fundraising that does not benefit the Library
- Sectarian worship services or partisan political campaigning
- Activities that disrupt Library operations or create safety hazards
- Any use that violates the Library's Code of Conduct

The following conduct is prohibited within meeting and study rooms:

- Refusal to follow staff instructions
- Harassing, disruptive, unsafe, or destructive behavior
- Exceeding posted occupancy limits
- Leaving children unattended in violation of Library policy
- Using unauthorized entrances or accessing staff-only areas
- Misrepresenting the purpose of a reservation or allowing another party to use a reserved room

Non-Commercial Use

For-profit organizations may present noncommercial educational programs open to the public at the Library's discretion. Selling products or services, soliciting future business, or collecting attendee contact information is not permitted.

Availability and Reservations

Meeting and study rooms are available to educational, civic, cultural, and community groups and organizations within the Library's service area. To support equitable access:

- Reservations may be made up to ninety (90) days in advance.
- Groups may reserve up to three (3) consecutive meetings.
- Reservations must be submitted at least two (2) business days in advance.
- Rooms are available only during regular Library operating hours.
- Use is limited to two (2) hours per day per individual or group.
- Reservations require approval by Library staff and are not considered final until approved.
- Meeting and study rooms are unavailable when the Library is closed due to emergencies or inclement weather.

The Library may reschedule confirmed reservations when necessary to accommodate Library programs, meetings, or events. Notice will be provided when feasible. All reservations are subject to this Room Use Policy.

Priority for Scheduling

When scheduling conflicts occur, priority shall be assigned in the following order:

1. Library and Library-sponsored programs
2. Local government
3. Nonprofit community groups

4. General public

The Library may reschedule a confirmed reservation when necessary for Library operations. Notice will be provided when feasible.

Cancellations

Groups must notify the Library of cancellations at least 48 hours in advance. Failure to appear for a confirmed reservation without notice may affect future booking eligibility.

The Library may cancel or end a meeting when required for safety, facility needs, or policy compliance.

Guidelines for Use

All programs and activities conducted within Library buildings must comply with federal, state, and local laws, as well as all Library policies.

The Blanchard Community Library's Code of Conduct policy may be accessed here.

Room users shall:

- Maintain a noise level that does not disrupt Library services
- Leave the room clean, orderly, and free of debris
- Place trash in provided receptacles
- Use only dry-erase markers on whiteboards and clean whiteboards after use
- Refrain from affixing items to walls, windows, or furnishings
- Use Library audiovisual equipment only with prior staff approval
- Remove all personal materials and equipment at the conclusion of the meeting
- Keep walkways and exits clear at all times

Library staff may enter meeting and study rooms at any time. The Library cannot store materials between meetings.

The Library Director or designee may end a meeting or deny continued use if a group fails to comply with this policy.

Responsibilities of Room Users

Room users are responsible for:

- Remaining within public areas and using only approved entrances and exits
- Concluding meetings and vacating rooms on time and no later than fifteen (15) minutes before the Library closes
- Supervising children and ensuring adherence to Library policies
- Reporting damage or spills to staff immediately
- Paying all costs associated with cleaning, repair, or replacement of damaged materials

Copies may be made only at the public copier at posted rates.

Any publicity materials must clearly indicate that the program is not sponsored by the Library unless officially approved. Materials posted in the Library require prior approval by the Library Director.

Progressive Discipline and Enforcement

The Library applies a progressive enforcement process to violations of this policy. The response to any violation will be based on the nature and severity of the conduct, as well as any previous violations by the individual or group.

The following outlines the enforcement levels applicable to meeting and study room use and the consequences that may result from each:

1. **Warning**

   A verbal or written warning may be issued for minor or first-time violations.

2. **Suspension**

   Room-use privileges may be suspended for 30 to 90 days for continued or moderate violations. For purposes of this policy, “continued violations” include repeated non-compliance of any kind and do not require the same type of misconduct.

3. **Revocation**

   Room-use privileges may be revoked for serious violations, repeated misconduct, falsification of reservation information, violations of a suspension, or actions that endanger safety or property. Revocation is indefinite with a minimum duration of one year. Individuals may request reinstatement in writing after the minimum period has elapsed.

During a suspension or revocation, individuals may not reserve or use any meeting or study rooms. General library privileges remain unaffected unless a separate Code of Conduct violation occurs or is independently the basis for a restriction of general library privileges.

Appeal Process

Individuals may appeal a suspension or revocation of room-use privileges.

1. **Appeal to the Library Director**

   A written appeal must be submitted within ten (10) calendar days of the notice. The Library Director will review the appeal and issue a written decision within twenty-one (21) days.

2. **Administrative Review**

   If the individual believes that the policy was not applied correctly, they may request an administrative review by a manager-level staff member not involved in the initial decision. The

reviewer will determine whether procedures were followed and whether the policy was applied consistently. The Library Director will issue the final administrative decision.

Authority

The Board of Trustees delegates administration and enforcement of this policy to the Library Director. Library staff are authorized to interpret and apply this policy and to take appropriate action to ensure safety and compliance.