

Hartland Public Library Meeting Room and Videoconferencing Policy

2: ix Use of Library facilities, equipment and display space.

The library meeting rooms at the Hartland Public Library may be reserved by local non-profit clubs and organizations on a first come first served basis as long as there are no library programs planned. Local for-profit businesses may use the room if they are utilizing videoconferencing equipment. Arrangements can be made for groups who wish to use the downstairs meeting room when the library is closed. Fundraising by groups other than the library and/or the Friends of the Library will not be allowed. Library audio-visual equipment is available for use by prior arrangement. Exceptions for use may be made at the discretion of the Library Director and the Board of Trustees.

The meeting rooms can be reserved by groups or organizations for civic, cultural, informational or recreational programs which are open to the public and free of charge. Groups may use either room without a reservation if no one else has it reserved, but must check with a library staff member before using a room. Space is not available for social purposes (showers, dances, singles socials, for example) or for the sole benefit of private individuals or commercial concerns. If a commercial concern does offer free informational programs, their programs may not contain comparative or qualitative descriptions, price information, calls to action or inducements to buy, sell, rent or lease. In the week prior to an election, partisan political programs may not be scheduled.

Attendance is limited to 50 individuals for the downstairs meeting room, and 12 for the upstairs meeting room. All programs must be open to the public and no attendance or entry fee may be charged. There is no charge for meeting room use. Organizations and individuals will not be prohibited from selling miscellaneous items such as books, tapes, calendars, etc., provided that their sale is incidental to the meeting.

Reservations must be made during open hours at the library by contacting the Library Director in person or by phone. The amount of notice required may vary according to demand. Any one group may use either meeting room once a month. Regularly occurring meetings must verify availability by calling the library director each month. Reservations will be accepted on a first-come first-served basis, as long as the use conforms to library policy guidelines. No meetings in the downstairs meeting room may last beyond 10:00 P.M. Meetings in the upstairs meeting room must conclude before library closing time.

Use of the library's meeting room does not imply endorsement of the event or its sponsor by the Hartland Public Library. Furthermore, no announcement, press release, flyer, or other promotional endeavor should state or imply Hartland Public Library's endorsement or sponsorship of the event or its sponsor. Such promotional endeavors should clearly state that the library is merely the location of the meeting. Groups may not use the library's name or address as their own address or headquarters.

Light refreshments are allowed at the meeting, but not prepared meals. No alcohol or smoking is permitted in the building. There are no kitchen facilities.

Groups are responsible for setting up the room in advance of the meeting. The library has limited equipment available to groups or organizations, with the understanding that the group using the space is responsible for the condition of the equipment. An applicant or representative of the group requesting a meeting must sign the meeting room reservation form, assuming responsibility for any damage done to library facilities or equipment. The signed release is kept on file at the library. The organization is responsible for cleaning up the facility and putting away chairs or equipment. The use of the audio-visual equipment requires training and a signed separate agreement form.

Policy regarding displays of exhibits and artwork in the library and community room.

- All exhibits must be arranged in advance and be approved by the library director or a designee of the library director.
- Exhibits will be limited to one month. Extensions may be granted.
- Paintings will be hung in the community room, using the moldings installed for that purpose.
- Sculpture, depending on its size, may be suitable for the foyer or other open areas. Its placement must be approved by the staff member on duty at the time of the set up.
- If there is to be an opening reception, meeting room policies will prevail.
- Publicity is the exhibitor's responsibility.
- The artist will be responsible for setting up and removing the displays in a timely manner.
- The library is not liable for theft or damage to the display. It is up to the artist to obtain insurance.

2: xiii: Videoconferencing

The Hartland Public Library videoconferencing system may be used by individuals and groups on a first-come, first-served basis. Groups must follow our meeting room policy, outlined in section 2.ix, with the exceptions that for-profit groups may use a meeting room if they are using the videoconferencing system, and videoconferencing meetings do not need to be open to the public. Groups may not use videoconferencing equipment if the primary purpose is to sell a product or promote a business.

Users of the equipment must attend a videoconferencing training session and should arrange a training session with the library director at least one week in advance. Groups must also fill out a meeting room booking form. For after hours use of equipment, groups may sign out a key to the library community room and equipment closet. Users of the equipment agree to pay any repair or replacement costs of equipment damaged while in their care. Users are expected to abide by U.S. copyright rules and regulations when using the equipment. The library is not responsible for any copyright infringements by outside groups using videoconferencing equipment. Users may not download any software or applications on the videoconferencing laptop without staff authorization.

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