

Bruton Memorial Library

Policy: Community Room

Effective: January 25, 2013

1. Purpose

A. The Library's Community Room is intended to be used for Library related functions. The Library may allow other individuals and groups limited access to those rooms as part of a program of service in furtherance of the Library's objectives described below.

B. Spaces are made available to the public "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." ALA Library Bill of Rights

C. The Library's objectives are to serve as a place for community connection, to support residents as they pursue improvements in their lives, and to provide residents with recreation and enrichment through exposure to current topics and materials.

D. Use of the community room shall have the following priority:

(1) Early voting or voting precinct locations as outlined in 2 (I) below.

(2) Library sponsored or co-sponsored programs.

(3) Individuals, groups, organizations, businesses, and governmental agencies on a first come first serve basis.

2. Policy:

A. The time, place and manner of access to the community room is governed in accordance with this policy.

B. The Library retains the right to cancel a reservation for the community room. If cancellation is necessary, the Library will notify the group who has reserved the room for the time in question. Groups holding reservations are requested to notify the Library of any cancellation at the earliest possible date in order to free the community room for other groups.

C. The community room may be booked by individuals, businesses, or nonprofit groups and organizations that do not unlawfully discriminate in their membership practices.

D. The Library, the Library Board, Friends of the Bruton Memorial Library neither endorse, approve nor disapprove the aims, policies, viewpoints, activities of groups holding meetings in the community room.

E. All meetings must be free and open to the public.

F. In order that all have a fair opportunity to use the community room, the Library reserves the right to limit the number and time length of reservations made by individuals, groups or organizations.

G. All persons attending must conform to guidelines set forth in the Hillsborough County Public Library Cooperative Code of Conduct.

H. Individuals must be eighteen (18) years of age or older or of legal age to reserve the community room.

I. Election rules and regulations will be overseen and enforced by Supervisor of Election staff in accordance with Florida Statutes, Chapter 101.657 and Administrative Directive #AD-08 Political Activity. When elections are scheduled for the community room, they will pre-empt all library and non-library scheduled meetings.

J. Individuals, groups, businesses, and organizations may not schedule to use the community room more than twice a month.

- (1) Meetings generally are scheduled to take place during regular library hours of operation and must end 15 minutes before closing time.
- (2) Reservations can be accepted for a period of up to two (2) months in advance of the current date. There are no automatic bookings of the room.
- (3) County, city, state, federal or educational groups may reserve the community rooms for multiple dates for important meetings of community interest as determined by library administration.

K. Liability:

- (1) The community room must be left in the same condition and arrangement in which it was found prior to usage. Responsibility for any damage to property or loss of library equipment must be assumed by the individual, group or business using the room.
- (2) Accidents are to be reported immediately to a member of library staff.
- (3) Individuals, groups or businesses and all attendees must save, defend, and hold the City of Plant City, its officers, agents and employees harmless from any claim or injury to themselves or others.

L. Library staff may attend or observe any meeting or any program at any time. Materials being taken into the community room by the public may be subject to examination by library staff.

M. The library's name, address, and phone number may not be used as the address or headquarters of any group. No individual, group or business may imply library sponsorship agreement without prior approval and such approval shall be in writing and accordance with library policy.

N. The individual, group or business is responsible for its own publicity unless the library has a formal sponsored or co-sponsored agreement and it is outlined therein.

O. No sale of items or fund raising activities may take place in the community room unless the individual, group or business is acting as a co-sponsor or partner for a library program,

event or activity.

P. Procedures to uphold this policy are subject to review by the Library Board and the City Attorney's Office. The Library Director is delegated to interpret and implement this policy.

Approved 1/17/13