

**Will Rogers Library**  
**Multipurpose Room Use Policy**

The multipurpose room of the Will Rogers Library, Claremore, OK, is primarily intended to support the mission and goals of the library. Community groups are encouraged to use the multipurpose room facilities at the Will Rogers Library for educational, cultural, professional and civic purposes. As a limited designated public forum, the multipurpose room is available to all groups on an equitable basis, regardless of the beliefs or affiliations of that group.

**Eligibility for Use**

The multipurpose room is available for free to local, law-abiding non-profit organizations of a civic, cultural, educational, or professional nature on a first come, first served basis. Exceptions may be made for representatives of federal, state or local governments or other library organizations. Proof of non-profit, tax exempt status may be required to establish eligibility as a 501(c)3 under the Internal Revenue Service codes.

For-profit law-abiding organizations may reserve the multipurpose room for the exclusive use of training and/or staff meetings. There is a \$25/hour charge for profit organizations with a 1 hour, non-refundable minimum charge; after 3 hours the cost will be an additional \$20.00 per hour\*. Payment must be made in full at least 2 business days prior to the event. Payment in excess of the first hour (\$25) deposit will be refunded in the event of cancellation by the group or the library provided cancellation notice is received at least 24 hours in advance. *\*These rates were determined to be in line with those of the Claremore Parks & Recreation Department.*

The representative of the group reserving the room must have a library card in good standing with the Will Rogers Library. Exceptions may be made for representatives of federal, state or local governments or other library organizations, or for out of county reservations.

Rooms are not available for private use by individuals, private parties, self-promotional activities, purely social events or other personal use (including, but not limited to birthday parties, reunions, etc.).

All meetings must be open to the public and free of charge. The Library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on Library premises.

The use of facilities for commercial purposes is not permitted. Advertising, sale or promotion of products or services, immediately or at a later date, is prohibited; excepting those purposes which are merely ancillary to the primary purpose of the educational, cultural, or civic event. In rare cases where a group feels there is predominant educational, cultural or civic merit to an event that includes sales, said group may apply for an exemption by completing the exemption application and coming before a regularly scheduled library board meeting to present their case for exemption. Approved exemptions will be reviewed every 5 years.

The multipurpose room will not be reserved to groups for activities that are likely to disturb regular library functions; i.e. (but not limited to) noise, excessive traffic or parking capacity.

Fund-raising or campaign events are prohibited, except those sponsored by the library or the Friends of the Will Rogers Library exclusively for funds supporting the library. No person, organization or committee shall solicit or receive funds for the political campaign purposes of any candidate for public office or of any political committee, or for any political purpose whatever.

The identities of groups using the meeting rooms are not confidential. Group names and the names and contact phone numbers of the representative reserving the meeting space will be released upon request.

Neither the name nor the address of the library may be used as the official address or contact point for any organization other than Friends of the Library. Except as a designation of location, the name of the library shall not be used in any publicity.

## **Scheduling**

- Requests and scheduling for the multipurpose room will be handled by the Adult Outreach Coordinator.
- According to Fire Marshall Regulations, the maximum capacity for the multipurpose room is 75 persons. These capacity limits will be strictly enforced.
- Library sponsored and library related programs are given precedence when booking the multipurpose room.
- The library retains the right to cancel a reservation for a meeting room. If cancellation is necessary, the Library will notify the group for whom the room had been reserved.
- Persons must be 18 or over to schedule the meeting room.
- Organizations are allowed to book no more than two meetings in any one month, or 12 meetings per year. Reservations may be made by telephone; however, the library's reservation form must be completed and returned to the library at least two days, but no more than one month, in advance. In limited cases, multiple meetings may be scheduled at the discretion of the Adult Outreach coordinator with the approval of the Library Director.
- Meetings may be scheduled during the library's normal opening hours only, Monday through Thursday and Saturday, from 9:30 a.m. to 15 minutes prior to posted closing times. PLEASE BE PREPARED TO VACATE THE LIBRARY BUILDING TEN MINUTES PRIOR TO LIBRARY CLOSING TIME.
- Repeated cancellations or no-shows will result in future applications for use of the multipurpose room being denied.

## **USAGE GUIDELINES**

- The booking group is responsible for:
  - Arranging the room to meet its needs
  - Returning the room to its original condition
  - Leaving the room in a neat, clean, and orderly condition
  - Removing trash to the outdoor trash bin
  - Reimbursing the library for any special cleaning needed and/or repair or replacement of library property or equipment. Fees will be determined by the Library Director in concurrence with the City of Claremore's Maintenance staff.
  - See further responsibilities under the Liabilities section.
- Signs, posters, advertisements, and/or decorations may not be placed on walls inside or outside the library building. Free-standing signage within the library is permissible.
- Equipment for use in facility must be scheduled in advance and must be used by a qualified operator. A group may bring in, manage and be responsible for their own equipment if arrangements are made at the time of scheduling. Storage of this equipment is not permitted; groups must remove their items at the immediate conclusion of their event.
- No library equipment, library furnishings or library materials used in the multipurpose room may be removed from the library building without the express permission of the Library Director.
- A small kitchenette is available and light refreshments may be served in the multipurpose room. Catering is allowed and it is strongly encouraged that caterers work with library to ensure deliveries are arranged during opening hours. Groups are responsible for disposal of all foods and beverages in the outdoor refuse container on the library grounds.
- There must be a minimum of two adults, plus one adult per every 10 persons under 18 for non-library events held for minors.
- Each group is responsible for ensuring its program is in compliance with all applicable state and federal statutes (i.e., Open Meeting Act, Copyright Law, Americans with Disabilities Act, etc.). Each group are solely responsible for obtaining any insurance, permits or licenses which may be required by the group for the event.
- Pursuant to Oklahoma law and the City of Claremore Ordinance 87-7, smoking or other use of tobacco is not allowed anywhere in the library or in the multipurpose room. Alcohol is not permitted anywhere in the library or in the multipurpose room.

- Items which have flame, such as candles or oil lamps, are not permitted. Chafing dishes are allowed. Flammable materials of any kind will be strictly prohibited. Dry ice, smoke and/or fog machines, and helium tanks may not be used in any part of the building. All materials must adhere to the City of Claremore and State Fire codes and regulations.

## **Liability**

The Will Rogers Library is not responsible for accidents, injuries, or loss of individual property occurring during the use of library facilities. Any lost or damaged furniture, equipment, personal items, or damage to walls, carpets, or other parts of the room is the sole responsibility of the sponsoring group. The Will Rogers Library and the City of Claremore shall be held harmless from any injuries, accidents, or costs arising from any group or individual's use of its facilities.

The responsibility for proper care of the facilities lies with the organization or individuals using the room. Broken or damaged materials, furniture, equipment, floor and wall coverings must be replaced to the satisfaction of the Library Board and the City of Claremore. The individual signing the request form agrees to take full responsibility for ensuring all attendees will adhere to the meeting room policies and regulations.

**Groups and individuals using the multipurpose room agree to all library policies, including but not limited to those concerning the scheduling, use, and care of the library facility and materials. The library reserves the right to refuse use of the multipurpose room to any group that violates any of the above regulations or other library policies.**

**The use of the library facilities by any organization does not constitute an endorsement of that organization by the library, the Library Board, or the City of Claremore. The library does not evaluate nor can it be held responsible for ensuring accuracy of representations or that all points of view are represented or expressed.**

**This policy is interpreted at the discretion of the Library Director and the Will Rogers Library Board. Disagreements concerning any aspect of this policy may be appealed to the Will Rogers Library Board.**

## **Display Cases**

Display Cases within the library and in the lobby as well as the areas immediately surrounding the cases are for the sole use of the Will Rogers Library for library-oriented displays, for the purpose of promoting library materials, services and programs. The library has also designated one display case for the use of the Friends of the Library, which may be used solely to promote this organization. On occasion, the Library may invite a public group such as a governmental agency or public school to contribute to a display if the contribution is considered to enhance the current library promotion or theme.

## **Public Bulletin Board**

The Will Rogers Library maintains a bulletin board in the lobby that is available for local, non-profit community groups as follows:

- 1) All postings must be taken to the Circulation Desk prior to posting to ensure they meet the following guidelines.
- 2) Postings may not exceed 11" x 17", and must include an event date and date posted.
- 3) Library notices are given priority, followed by Claremore area groups. On occasion, notices of non-profit events in nearby areas such as Tulsa may be posted.
- 4) Community events sponsored by or held in City of Claremore owned facilities may post notices of public events where admission fees are charged.
- 5) Private business, individuals or for-profit organizations may not post notices to the bulletin boards or leave flyers, business cards, etc. on the bulletin boards or in any area of the library or grounds.
- 6) Signs may not be posted on the library grounds or library exterior for any individual, group or organization (profit or non-profit). Signage specifically promoting library events or events held in the library may be posted during the event only, and must be in accordance with all City of Claremore sign ordinances.