

Mulvane Public Library

Meeting Room Policy

Board Approved January 13th, 2025

The Mulvane Public Library welcomes public use of its multi-purpose room and study spaces for homework, meetings, programs, classes, and/or events sponsored by the Library, City, or other non-profit individual/group for cultural, informational, educational, charitable, or civic purposes. This policy establishes guidelines and procedures for the use of the Library's meeting spaces available for scheduling.

A. Space Descriptions

Multi-purpose Room: This room is for large group events and programs. It has the capacity to seat 107 people in chairs. The room is equipped with an overhead projector, screen, WiFi, podium, and whiteboard. Tables are also available for use, but they will limit the room's capacity.

Computer Lab: The computer lab is equipped with 9 computers, one for use by the teacher/presenter. It has an overhead projector for presenter use and a whiteboard.

Study Room 1: This is the large study space. It can comfortably accommodate 6-8 people. It is equipped with WiFi, a monitor for presentations, and a whiteboard.

Study Room 2: This is the smaller study space. It can comfortably accommodate 4-5 people. It is equipped with WiFi and a whiteboard.

B. Rules for Use of the Space

- The Library and City will always be given priority for the reserving of the rooms.
- People attending meetings, programs, classes, and/or events are subject to the Library's Code of Conduct and any other patron policies.
- The rooms are available during regular library hours.
- Individuals/groups must vacate the spaces at least 15 minutes before library closing.
- Individuals/groups are responsible for seating arrangements, and no library furniture or equipment outside of the room may be used without prior permission.

- Individuals/groups must be non-profit.
- Meetings, programs, classes, or events may not solicit for donations, membership, or payment. All meetings must be free and open to the public.
- No individual/group may deny attendance based on race, creed, color, age, sexual orientation, disability, gender, religion, national origin, or citizenship.
- The Library will not deny individual/group usage of meeting spaces based on race, creed, color, age, sexual orientation, disability, gender, religion, national origin, or citizenship.
- The individual/group may not alter the meeting spaces in any way without the prior consent of the Library, including decorations and signage affixed to the walls.
- Illegal drugs and tobacco, including electronic smoking devices, are prohibited on library property. Alcohol is prohibited on library property as well; unless it is part of a library hosted and approved program. Patrons under the influence of drugs and alcohol, who are unable to remain composed, are not allowed at the Library at any time.
- Open flames are not allowed on the Library property.
- The Library premises may not be used for political fundraising or campaigning. Non-partisan events, such as a public forum open to all candidates or town hall meetings held by current elected officials, are permitted.
- Meetings in the spaces may not disrupt the use of the Library by others.
- Refreshments may be served in the multi-purpose room, but use of library appliances is not allowed.
- No food or drink in the computer lab. No food in the study rooms, but drinks with lids are allowed.
- Children 9 and under cannot be alone in the Library while the parent/guardian attends a function in the meeting room spaces.
- The Library will not be responsible for any items or equipment left behind in the rooms. Items will be placed in a lost and found bin for no longer than 1 month.
- Granting permission to use the spaces does not constitute the Library's or City's endorsement of the user or group's ideas, beliefs, or policies.
- Individuals/groups utilizing the rooms are prohibited from advertising or posting announcements that would suggest the Library's or City's endorsement.
- The Library reserves the right to cancel use of the rooms due to weather or for any reason that would make the room unavailable.
- The Library's phone number shall not be listed as the contact source for an outside individual/group's meeting, program, class, or event.

- The Library staff retains the right to attend any meetings, programs, classes, or events scheduled to ensure compliance of the room usage agreement.
- Use of the Library's rooms by any individual/group signifies the acceptance of the terms of this policy.
- Any individual/group found to be violating the Meeting Room Policy, including the Library's Code of Conduct, will be denied further use of the spaces.

C. Scheduling Procedure

Individuals/groups wanting to schedule use of the Library's spaces must contact the Mulvane Public Library at 316-777-1211 or fill out the online form found on the website at www.mulvanelibrary.org. Please note:

- Library cards are required for space reservations. Card holders must be 16 years of age or older.
- Reservation of the spaces will be managed on a first-come, first-served basis, within the constraints of popular demand and availability.
- Individuals/groups are limited to 11 reservations a year in the multipurpose room or computer lab. This reservation requires approval from the Library, so reservations must be made at least 72 hours prior to the date/time of the request.
- Individuals/groups are limited to 30 reservations a year in the study spaces. Study room reservations do not require Library approval, but if done online, must be made at least 3 hours prior to the request.
- Use of all meeting spaces may be scheduled up to 3 months in advance.
- Visit the information desk upon arrival to gain access to the reserved space.

D. Setup/Cleanup

The library card holder associated with the reservation is personally responsible for the space's setup, cleanup, and all closing requirements of the Library premises. A written checklist of the responsibilities will be provided.

Study Spaces and Computer Lab responsibilities include, but are not limited to:

- Turn off all equipment, lights, etc.
- Secure room and return any borrowed equipment, materials, or keys.

Multi-purpose room responsibilities include, but are not limited to:

- Cleaning of all tables and countertops.
- Spot clean floors (vacuum/Swiffer available).
- Room arrangement reset to the original configuration, including the storage of tables and chairs, if necessary.
- Empty trash as explained. Trash bags will be provided.
- Turn off all equipment, lights, etc.
- Secure room and return any borrowed equipment, materials, or keys.

A staff member will walk through the spaces before and after with the library card holder.

E. Fees

The Library, City, and non-profit individuals/groups may utilize the rooms for free. However, individuals/groups must agree to accept financial responsibility for all damages caused to the building/equipment beyond normal wear and tear. This includes the need for additional janitorial services. Charges may include, but are not limited to:

- Full trash receptacles \$10.00 (multi-purpose room only)
- Floor cleaning/vacuuming (outside of normal usage) \$50.00
- Table and counters cleaning \$20.00
- Stains to seating, carpets, and/or tables, which require special attention \$40 or the cost of replacement, if necessary
- Damage to technology/equipment will be based on item's value

If charges are deemed necessary, the library card holder is responsible for submitting payment within two weeks of the space's use.

Board approved April 4th, 2016, and amended April 10th, 2017 and December 10th, 2018.