

MEETING FACILITIES

The following rules govern the use of designated public meeting rooms or areas of SEPLSO libraries.

When not required for library purposes, the facilities are available for use. Library-related organizations, government agencies, and organizations engaged in cultural, civic, educational, intellectual, or charitable activities shall have first priority in reserving meeting rooms or spaces.

The meeting facilities may not be reserved more than one (1) month in advance except for library meetings, library-sponsored meetings, library-related meetings, or where a group is required by law to schedule meetings a longer time in advance. Library programs and related activities will be given priority should scheduling conflicts arise.

Private use of facilities may be booked for a fee of \$50 paid in advance in addition to a \$150 cash cleaning deposit, provided said cleaning deposit shall be returned to user, in whole or in part, depending on if the facility or item used is returned to management in a state of good cleanliness or good working order, in management's sole judgement. Exceptions to this fee include Executive sessions of public bodies in compliance with the Oklahoma Open Meeting Act, court-sanctioned mediation under 12 O.S. § 1801 et seq., and internal SEPLSO business. The library reserves the right to monitor all meetings.

There is no fee for public use of library meeting facilities unless the use is for money-making purposes. In such instances the group using the facility must pay a per-use fee of \$50 in addition to a \$150 cash cleaning deposit, provided said cleaning deposit shall be returned to user, in whole or in part, depending on if the facility or item used is returned to management in a state of good cleanliness or good working order, in management's sole judgement. Fundraisers held by library support groups are exempt from the fee. If the facilities are not left in a neat and orderly condition, with tables and chairs returned to the positions in which they were found, future use may be denied and all or part of the cleaning deposit may be forfeited. Any additional security will be provided by the using group, subject to approval by the Branch Manager.

If the group using the room wishes to charge for an activity, the charge must be for the purpose of covering the expense of materials used in the program. Fees shall not be used to restrict the access of individuals who may be unable to pay but wish to attend the meeting.

Unless prior arrangements have been made and approved by the Branch Manager, all meetings must be concluded by the library's closing time, with all people involved off the premises.

Any group using any library facilities or equipment shall be responsible to management for returning the same, after use, to SEPLSO in a good state of cleanliness and good working order,

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regardless of whether it be meeting facilities or equipment, ordinary wear and tear excepted. An authorized representative of a group must sign a form accepting responsibility for the group's use of the facility and agreeing to comply with this policy before the group may use the facility. An authorized representative must also complete an attendance form for each use of the facility.

Use of any equipment, including but not limited to televisions, projectors, coffee makers, and DVD players must be approved by the Branch Manager. If equipment is used without permission, future use of the meeting facility may be denied. If damage to or loss of equipment or furnishings has occurred, the using group will be held responsible and will be billed for the cost.

This Meeting Facilities Policy shall control the use of meeting facilities in all SEPLSO libraries except when it is specifically superseded by a written official action of the local entity owning the library building.

Approved 9/8/92; rev. 3/11/03 & 6/14/05 & 6/9/09, 3/19/19