



The Trussville Public Library has two rooms to be used for meetings and programs. The primary purpose of these rooms is to provide appropriate space for library-sponsored meetings and programs. The Cahaba and Parkway rooms seat up to 12 people comfortably with tables and 25 with chairs only. Please see layout options in the reservation process. The room will be set up in classroom style with 6 tables and 12 chairs. Thirteen additional chairs will be available in the room. Furniture may be rearranged to your liking but must be returned to classroom layout at the end of your reservation. If you need assistance with room setup, it must be requested when you make your reservation. Beginning January 1, 2023 a \$15 charge will be incurred for setup assistance.

When meeting rooms are not in use by library staff, they may be reserved for public use by community groups. The rooms may be reserved during normal hours of library operation for the following situations:

- Cultural meetings
- Charitable/civic meetings
- Intellectual meetings
- Other non-profit meeting purposes
- Test proctoring by appointment

The Meeting Rooms may not be used for:

- Any purpose that interferes with the regular operation of the library
- Programs involving sales, advertising, solicitation or promotion of commercial products or services
- Personal, company, or family parties or similar activities
- Programs requiring registration fees, course fees, and or materials fees

Rules and Policies:

1. All groups, other than proctored test takers and those directly associated with the library will be required to acknowledge they have read this policy before reserving a room. Usage, reservations, and availability are subject to the discretion of the Library Director.
2. Requests will be handled on a first come, first served basis and must be made 48 hours in advance.
3. Patrons who do not show up for two reservations within a calendar year, will have reservation privileges suspended for 6 months.
4. The person whose name is used to make the reservation must be present for the appointment.
5. The library reserves the right to cancel an agreement at any time.
6. Children's groups under the age of eighteen must be supervised by one or more adults.
7. Meeting rooms are only available during open library hours.
8. Meeting rooms **must be vacated fifteen minutes** prior to the library closing.
9. Only beverages with lids, light refreshments, and readymade sandwiches. No food requiring heating or flames to be served.



10. Standing reservations will be taken for up to six months at a time. Reservations may be made as far out as six months. Reservations may not exceed two times a week and a total of eight hours a month. The standing agreement may be terminated at any time.
11. Nothing may be attached to the wall, ceiling, doors or furniture. A magnetic whiteboard as well as magnets and markers are available in each room.
12. The library provides equipment – A monitor with HDMI connections is available. Make prior arrangements to test, staff may not be available at meeting time. If you need assistance with technology, please contact the IT Coordinator at the library prior to your reservation as staff may not be available to assist you at your meeting time.
13. When the group is finished, all the tables and chairs should be neatly placed, and all trash placed in trash receptacles.
14. Permission to use the facility may be withheld from anyone who fails to comply with this Meeting Room Policy.
15. The Trussville Public Library reserves the right to alter this policy without prior notice.
16. **No reservation is final until** the Meeting Room Coordinator has approved the reservation. A confirmation email will be sent when approved. replied to the reservation request with a confirmation.

Disclaimer:

Permission to use Meeting Rooms does not constitute an endorsement of the users' policies, presentation, or viewpoints by Trussville Public Library or the City of Trussville. This policy complies with the American Library Association's guidelines on meeting room use. <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms>

Board Approved 10/15/2018, 9/19/2022

This policy may be revised at any time.