Reservable Meeting Spaces Policy

Madison County Public Libraries Mission

The Madison County Public Libraries are dynamic civic resources that promote free and open access to information, materials, and services to all members of the community to advance knowledge, foster creativity, encourage the exchange of ideas, build community, and enhance the quality of life.

Meeting Space Policies:

The Madison County Public Libraries offer several meeting spaces for public use to support the informational, educational, and cultural needs and interests of our community. The spaces are available for gatherings of a civic, cultural, or educational nature and other not-for-profit uses by individuals, groups, or governmental agencies. Library, county, town, and state agency related functions will have precedence in the scheduling and usage of the meeting spaces.

Library service will not be denied or abridged because of race, religion, age, gender, gender identity, sexual orientation, disability, national origin, belief, social, or political views. Groups may not limit attendance based on criteria that violate the library's nondiscrimination statement.

People who use meeting spaces in the libraries must adhere to the Library Code of Conduct. Programs, meetings, and exhibits may not disrupt the use of the library by others. Excessive noise or disorderly conduct will be sufficient cause for denying use of the library meeting spaces in the future. People who bring children to meetings must assume responsibility for the behavior of their children.

Groups of young people under eighteen years of age must have a sponsoring adult, who must also be present at the meeting, apply to use the space.

All events must be free and open to the general public. Groups may not collect admission fees, conduct sales transactions, take orders for products or services, or solicit contact information for later sales. Non-profit educational groups and privately paid practitioners may request an exception to this policy from the Branch Manager or Director.

Local authors, artists, etc. who are presenting at the library are invited to sell their work after their program. Any other income generated by an event must be donated to the library or Friends of the Library.

Meetings of a nature that may pose a risk of disturbing, disrupting or otherwise negatively impacting the use of the library for other patrons will be declined by the branch manager or library director.

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Use of any library space does not constitute an endorsement of the content of the program or the views expressed by participants, program topics, speakers, and materials. All advertisements for events must clearly indicate the sponsoring organization and in no way imply the event is sponsored by the Library. Neither the name nor the address of the library shall be used as the official address of an organization. Applicants shall not use the Madison County Public Library logo in any publicity. Any promotion or publicity of meetings or events to be held in the library must include the name of the person and/or sponsoring organization and a telephone number interested parties may call for further information.

Library staff may attend or observe any meeting or program at any time.

The library is not responsible for the loss or damage to any personal items of the meeting room users.

Room Arrangements:

Library staff are not responsible for arranging seating and tables. The group may come early and rearrange seating to meet their needs. Library staff will assist in setting up AV equipment and provide brief instruction.

Displays may not be affixed directly to the walls of the meeting rooms without prior consent. Library fixtures may not be removed from the walls. The use of staples or thumbtacks on library walls is prohibited.

Food and non-alcoholic beverages are allowed, and a kitchenette facility is provided in some spaces. The kitchenette and all facilities used by the group must be left clean with dishes put away, and all food items must be removed.

It is the responsibility of the user to pick up all garbage and leave the library facility in the same condition as when the scheduled meeting began. This includes rearranging all chairs and tables to their previous location. Any damage or stains (that require professional services) that occur during the meeting will be billed to the organization/group.

Failure to adhere to these policies may result in loss of meeting space privileges.

Meeting Spaces:

The following spaces are available for use on a first-come, first-served basis. Reservations are encouraged and will be prioritized, but walk-ins are welcome if the space is not reserved.

MCPL-Marshall: Study Room (for 1-6 people); soundproof Zenbooth (for 1-4 people); Meeting Room (theater seating capacity: 60-72 (depending on presenter's needs); classroom seating capacity: 25; table seating capacity: 48)—use of kitchenette provided

Mars Hill Public Library: Soundproof small Zenbooth (for 1 person); soundproof Deluxe Zenbooth (for 1-4 people); Reading Room (theater seating capacity: 50; classroom seating capacity: 14; table seating capacity: 28) use of kitchenette provided.

Hot Springs Library: Soundproof Zenbooth (for 1-4 people); open Meeting Space (for up to 10 people)

Booking Reservations:

Booking of the meeting spaces shall be on a first-come, first-served basis and should be made online or directly with the library staff at the appropriate branch. Reservations are requested to be made at least one business day in advance. Online reservations for the Marshall Meeting Room, Mars Hill Reading Room, and the Hot Springs Meeting Space are tentative until confirmed by a library representative.

The individual making the space reservation for the Marshall Meeting Room, Mars Hill Reading Room, and the Hot Springs Meeting Space is required to be a Madison County library card holder. This individual, as the responsible party, is also expected to be in attendance for the meeting. Specific training in the use of room technology will be provided prior to the meeting, if reservation indicates a need for technology, and the completion of training will be noted on the patron's account to avoid duplication of effort.

Meetings are typically scheduled to occur within standard business hours. All reservation periods must include sufficient time for set-up and take-down. Meetings before or after official library hours must be approved by the Director or Branch Manager with arrangements made for attendance by a library or county staff member when needed. There will be no meetings when the library is closed due to adverse weather.

Requests for use of library equipment (i.e., technology) should be made at the time of reservation.

Groups must inform a library representative when their meeting is over so that library staff can secure the equipment and the facility.

All approved requests may be canceled at any time. Library staff will make every effort to provide reasonable notice if it is necessary to cancel or reschedule a reservation.

The Library Director or her designee is the final decision maker in approving/disapproving use of the library's meeting spaces. The Library Board is the final authority in any dispute regarding these policies that cannot be negotiated by the Director.