

**BARTLESVILLE PUBLIC LIBRARY**  
**MEETING ROOM POLICY**

Community groups are encouraged to use the Meeting Rooms at the Bartlesville Public Library. These meeting rooms are available to all groups on an equitable basis, regardless of the beliefs or affiliations of that group. To meet the needs of the public, the Bartlesville Public Library has developed the following guidelines for use of the meeting rooms.

1. Library sponsored programs and library-related activities are given priority should scheduling conflicts arise.
2. Unlawful acts are prohibited on any library property.
3. Rooms are not intended for private use by individuals.
4. Activities sponsored by organizations for commercial gain, group gain, or personal gain are not permitted. Only admission or registration fees which cover costs may be charged. Fees charged for profit are not permitted. All monies must be collected in advance.
5. Sponsoring groups may reserve library meeting rooms for one meeting at a time; that reservation for a given room and meeting may be made for up to six months in advance. In limited cases, multiple meetings may be scheduled at the discretion of the Library Director or designee. Requests for use of the meeting rooms must be made through the Administrative Offices.
6. Because of the necessity for assured security and care of the building and its contents, all meetings must begin and end within regular library operating hours. There is no charge for use of the library meeting rooms for meetings held during those hours.
7. Sponsoring groups are responsible for setting up and taking down the room and its furnishings.
8. Library audiovisual equipment for use in the meeting rooms (projectors, amplifiers, large screen television, etc.) must be scheduled in advance, and must be used by a properly qualified operator. Equipment reservation forms are available through the Administrative Offices. A sponsoring group may bring in its own equipment if arrangements are made with library staff at the time the room is scheduled.
9. Light refreshments may be served in the 2<sup>nd</sup> floor meeting room only. Sponsoring groups are responsible for disposal of all foods and deposit of refuse in containers. Tables, chairs, etc. are to be left clean. Alcoholic beverages are not permitted.  
  
Food and/or beverages are not allowed in any of the 1<sup>st</sup> floor meeting room spaces.
10. Each sponsoring group using a meeting room is responsible for leaving the room in proper order. Any lost or damaged furniture or equipment, or damage to walls, carpets, or other parts of the room, is the responsibility of the sponsoring group.

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11. Use of tobacco is not permitted anywhere within the library building.
12. In compliance with the Bartlesville Public Library's Safety Procedures, items which have flame, such as candles or oil lamps, are not permitted.
13. No library equipment, library furnishings, or library materials used in a meeting room may be removed from the building.
14. Sponsoring groups using the meeting rooms must adhere to library policies concerning the scheduling, use, and care of the library, its meeting rooms, furnishings, and equipment.
15. Bartlesville Public Library reserves the right to deny use of its meeting rooms to any sponsoring group which knowingly violates any of these guidelines.
16. Use of the library meeting rooms by any sponsoring group does not necessarily constitute an endorsement of that group's policies or beliefs by the Bartlesville Public Library, the Board of the Library, or the City of Bartlesville.