



Meeting Room and Conference Room Use Policy

In keeping with its mission, Fergus Falls Public Library offers meeting room space to the public for educational, cultural, civic and recreational purposes subject to the rules outlined below. The library also offers a reservable conference room for public use at no charge.

Fergus Falls Public Library supports and endorses the American Library Association's Library Bill of Rights, which states:

"Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

In keeping with the role of a limited public forum, public libraries have traditionally provided meeting room space for community groups when space is available.

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board or the City of Fergus Falls.

Conference Room Use Rules

The conference room may be reserved for no more than 2 hours per day with a maximum of 3 days reserved per week unless otherwise approved by library staff. Quiet study space is also available to patrons.

Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall (13 w/ tables and chairs, 27 chairs only).

All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the **Fergus Falls Public Library Code of Conduct**. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

Meeting Room Use Rules

1. Library or City of Fergus Falls programs and sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events. Cancellations by either the group or the library must be made 24 hours in advance of the meeting date.
2. Reservations of the meeting room may be made six months in advance. Use is granted on a first-come, first-served basis. Use of the meeting room may be limited to once per month for each group, due to limited meeting room space.
3. **All meetings must be open to the public.**
4. **No admission fees may be charged or solicited.** No donations of money or other property may be solicited or collected from the audience. No promotions or sales of services, products, merchandise, materials or other items are allowed.

5. Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Library or The Fergus Falls Public Library Foundation, are permitted.
6. As described in number 4 above, commercial use of the library meeting room is generally not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.
7. Musical recitals and individual practice sessions are not permitted. The meeting room may not be used for birthday and anniversary parties, weddings, funerals, or other personal celebrations.
8. The meeting room is available during hours when the library is open, unless special arrangements are otherwise made with the Library Director. Meetings must adjourn 10 minutes before closing time.
9. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.
10. In publicizing a meeting to be held in the library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
11. With prior approval, groups may post signs in library-approved locations.
12. Tables, chairs, a digital projector and screen are available. No other equipment is provided. The group is responsible for setting up, rearranging, and taking down tables and chairs. The meeting room must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
13. The library is not responsible for theft of or damage to property brought into a library meeting room.
14. An adult age 18 or older must sign the **Fergus Falls Public Library Meeting Room Application** and at least one adult age 18 or older must be present when youth groups use the meeting rooms.
15. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall (23 w/ tables and chairs, 49 chairs only).
16. All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the **Fergus Falls Public Library Code of Conduct**. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

Meeting Room Use by Other Government Agencies (e.g. City, County, State and Federal)

The library makes its meeting rooms available for use by other government agencies, or their contractors, when possible. Library and county programs and sponsored events have priority for use of meeting room space, and demand by the public for meeting room space may also affect how frequently the library meeting room is available to other government agencies. Use by other government agencies is subject to the above rules, with some exceptions:

Meetings booked by other government agencies do not need to be open to the public.

Procedures

1. For Meeting Room reservations, all groups must complete a Fergus Falls Public Library Meeting Room Application and review the Meeting Room Policy.
2. Application forms are available at the library and on the website: ffpubliclibrary.org
3. Submit the application to the library (205 E Hampden Ave, Fergus Falls, MN 56537). Applications are kept on file.
4. Any applicant denied use of a library meeting room may appeal the denial in writing to the Library Director. The Director will review the application and respond in writing to the applicant.
5. Conference room reservations can be made by calling the library or stopping at the check-out desk. Rooms are reserved using the appropriate Google calendar.