FERGUS FALLS PUBLIC LIBRARY

205 E Hampden Ave
Fergus Falls, MN 56537
218-739-9387 ffpubliclibrary.org

Meeting Room Use Policy

Purpose

The Fergus Falls Public Library offers meeting room space free of charge to the public for educational, cultural, civic and recreational purposes subject to the rules outlined below. 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."

Policy

This policy guides the reservations and use of the Library's meeting rooms, conference rooms, and study rooms. Any questions regarding interpretation of this policy shall be referred to the Library Director.

Indemnification

Permission to use a meeting space in the public 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. 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. With prior approval, groups may post signs in library-approved locations. All marketing materials must include a statement specifically stating that the program is not affiliated with and is not endorsed by the Fergus Falls Public Library.

Definitions

Study rooms: Study rooms are intended for quiet study or work. The Library provides 3, 1-2 person study rooms

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Conference room 1: The Library's conference room accommodates up to 9 users. The conference room provides an active panel touchscreen monitor, and audiovisual equipment.

Conference Room 2 (Teen Area): The Library's conference room 2 accommodates up to 8 users. The conference provides an active panel touchscreen monitor, and audiovisual equipment.

Community Meeting Room: The Jean Dahling Community Room can accommodate up to 100 individuals depending on room configuration. The Meeting Room can be divided with Room A accommodating up to 49 individuals depending on room configuration and Room B accommodating up to 38 individuals depending on room configuration. Both Rooms A and B provide active panel touchscreen monitors, audiovisual equipment, and enhanced audio. Room B includes sink and coatroom access.

Reservations

Study Rooms, Conference rooms and Community Meeting Rooms may be reserved in advance by calling the library at 218-739-9387 or by making a reservation at the library.

For Community Room reservations, all groups must complete a Fergus Falls Public Library Meeting Room Application and review the Meeting Room Policy. Application forms are available at the library and on the website: ffpubliclibrary.org. Reservations of the meeting room may be made up to six months in advance. Use is granted on a first-come, first-served basis. Use of the Jean Dahling Community room may be limited to once per month for each group, due to limited meeting room space.

Cancellations

If the person reserving the room has not arrived or called within 20 minutes of the reservation start time, the reservation will be cancelled by the library. The room will then be available on a first come first serve basis.

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Hours of Use

Reservations and use of the study rooms and conference room must coincide with library operating hours, unless other arrangements are made.

Reservations for the Jean Dahling Community Meeting Room may extend beyond library operating hours with Library Director or designee approval and provided a minimum of two library staff members are available to work during the duration of the meeting. Library staff should always be the last people to leave the building.

Eligibility

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. 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 Fergus Falls Public Library or The Fergus Falls Public Library Foundation, are permitted.
4. Programs that charge a fee for attendance/admission or involve the sale of goods, processes, products or services are prohibited. Donation requests are not allowed as well.
5. Musical recitals and individual practice sessions are not permitted.
6. The meeting room may not be used for birthday or anniversary parties, weddings, funerals, or other personal celebrations.

Responsibility

1. 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.

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2. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.
3. All food served in the community room must be prepared in a licensed kitchen or be professionally prepackaged.
4. The library is not responsible for theft of or damage to property brought into a library meeting room.
5. 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.
6. 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.
7. 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.

Approved: December 12, 2011;
Revised and approved: September 14, 2017; January 26, 2019; September 13, 2021; January 10, 2022

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Community Room Use Application

Organization name _____

Mailing Address_____

City _____ **State**_____ **Zip code**_____

Contact Person (Name and number that can be shared with the public if they have questions about the meeting). _____

Phone_____ **E-mail**_____

Alternative contact _____

Phone_____ **E-mail** _____

Meeting Topic_____

Expected number of attendees_____

Single use: Meeting date_____

Start time*_____ **End time***_____

Multiple uses: Meeting date(s)_____

Start time*_____ **End time***_____

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible; failure to notify may result in loss of future meeting room use.

Signed_____

Date _____ **Please note:** *Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel. Please drop off or mail this form to:* ***Fergus Falls Public Library, 205 E. Hampden Ave., Fergus Falls, MN 56537 (218)739-9387.***

Office Use Only: Application approved: _____ (staff initials) Date:____ Approved by

Adopted: December 12, 2011;

Revised and approved: September 14, 2017; January 26, 2019; September 13, 2021; January 10, 2022

Approved by the City Council: February 21, 2023

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Room	Sq. ft.	Equipment	Capacity	Fire Inspector Guidelines
Makerspace Room		Computer, 3D Printer,Virtual Reality Goggles	12	12
Conference Room 1		90” ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing	9	9
Conference Room 2		90” ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing	8	8
Study Room A			2	2
Study Room B			2	2
Study Room C			2	2
Jean Dahling Community Room	1,316	90” ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing, Assistive Listening	87 Tables & Chairs 100 Chairs Only	88 Tables & Chairs 100 Chairs Only
Jean Dahling Community Room A	726	90” ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing	49 Tables & Chairs 100 Chairs Only	49 Tables & Chairs 100 Chairs Only
Jean Dahling Community Room B	594	90” ActivePanel Touch Display (Smart Board), Audio & Visual Conferencing, Sink	38 Tables & Chairs 100 Chairs Only	38 Tables & Chairs 100 Chairs Only
Otto Bremer Play & Learn Space		Large Toys	20 People at a time	43 People