

**Meeting Room Policies  
Fort Walton Beach Library  
Updated July 2018  
Tricia Gould, Director**

The library meeting room is managed by the Library Director and library staff. The library is governed by the Fort Walton Beach City Council as outlined in Chapter 21 of the Code of Ordinances of the City of Fort Walton Beach.

The general operation of the Meeting Room is outlined in **Section 5** of the library's **Administrative Policy #107** as approved by the City Manager and reads as follows:

**5. Meeting room rental regulations and fees**

- a. The meeting room may be rented by groups/organizations for non-profit functions relating to community service/education when it is not reserved for library or City activities.**
- b. No rental fee will be charged for activities related to groups associated with the library, such as the Friends of the Library.**
- c. A fee of \*\$25.00 per hour shall be charged for the rental of the meeting room during normal operating hours.**
- d. Payment shall be required at time reservation form is filled out.**
- e. A Meeting Room Reservation Form (Attachment A) shall be completed and signed by the individual/organization requesting to rent the meeting room.**
- f. The responsible party shall comply with all policies and regulations required to rent the meeting room.**
- g. The City Manager may provide for a waiver of fees for meetings conducted by public agencies as per Resolution 02-14.**

Additional policies as outlined below are for the smooth and efficient operation of the meeting room as administered by the Library Director and Staff. Your cooperation in following these policies will assure the continued availability of this space for the betterment of the community.

### **Operational Guidelines**

The Library Meeting Room is provided in order to enhance the Library's place in the community as a gathering place for learning and information exchange. Its use is reserved primarily for library and city purposes. It is also available to nonprofit civic, cultural and educational organizations for events open to the public. The fact that a group is permitted to meet at the public library does not constitute an endorsement of the group's policies or beliefs.

The Library Director or a designee authorizes use of the meeting room and maintains a schedule.

The library meeting room has a maximum seating capacity of 75 persons with seating, with seating at tables limited comfortably to approximately 35 people. Adequate space should be allowed for entering and exiting the facility.

#### **I. Availability.**

1. The library and City of Fort Walton Beach have priority in the use of the meeting room at all times.
  - a. All groups will be charged applicable rental fees unless a waiver form is approved and signed by the City Manager.
2. The meeting room is available for use by organizations of a civic, cultural, or educational nature upon approval of the Library Director, but not for purely social gatherings, fund raising, political, profit-making, or commercial purposes. All meetings must be open to the public.
3. Non-partisan organizations which do not endorse individual parties or candidates may be allowed to conduct meetings in the library at which current election issues will be discussed by candidates for public office, provided that all candidates for the same office have been invited.
4. Groups including individuals under 18 may meet, provided they are supervised by an adequate number of adults—one adult for every 10 youth. The adult supervisor will be held responsible for any damage.
5. Meetings which may disturb regular library functions shall not be scheduled.
6. Activities involving more than normal wear and tear on the meeting room will not be permitted, i.e. projects involving materials which might cause damage.

#### **II. Scheduling.**

1. A representative of an organization may call, e-mail, or visit the Library Director or designee between 10 a.m. and 5 p.m. to arrange for possible rental of the meeting room. The representative will complete the application form at the time of the request either by e-mail or in person. The representative should visit the room prior to an initial reservation to determine that the room is appropriate for the intended use.

2. Except for specified library and library partner organizations, reservations will not be made more than one (1) month in advance in order to allow library and city functions to be scheduled as needed. **Regular, extended availability is not guaranteed.**

3. Groups must complete meetings 30 minutes before library closing times. Reservations are generally not granted for times outside the library's regular business hours.

4. The City reserves the right to cancel rental of the meeting room should the need arise.

5. **Cancellations by the organization should be made 24 hours in advance.**

### **III. Required Documents.**

1. In order to **not** be charged sales tax on the meeting room rate, organizations must provide proof of sales tax-exempt status at the time of reservation with a Form DR-14 from the State of Florida Dept. of Revenue.

2. ***Representatives must fill out a Reservation Form. The form for the initial reservation must be filled out and signed by the Library Director at the time of the reservation.***

3. A receipt will be filled out for payment. Copies will be given to the representative and to the library for our records.

### **IV. Responsibility for Equipment and Furnishings.**

1. Nothing may be attached to the walls or surfaces of the room or library facility.

2. Organizations shall accept responsibility for the repair or replacement of damaged or missing equipment and furnishings or for damage to the building's interior.

3. Only city equipment may be stored at the library.

4. The library is not responsible for arranging furniture or equipment, although groups may arrange for use of available audiovisual equipment with adequate notice. The organization should call a day in advance to confirm these arrangements.

5. A coffee pot provided by the organization may be used on the provided countertop. A microwave is provided in the meeting room but must be unplugged when not in use. Light snacks are acceptable with prior permission, provided the room is left in acceptable condition and free of all food and utensils. Organizations must dispose of their own food trash and disposable serving items if a large quantity is anticipated. The library does not provide utensils, paper, pens, markers, or condiments of any kind. **Attendees should not enter the staff areas of the library, including the kitchen, without permission.**

6. Meetings must not overflow into the library lobby at any time.

7. **Because of a danger of accidents, the tables in the room may only be moved in the horizontal (functional) position. Moving them in the folded position may result in injury.**

8. Library entrances may be opened before the regular library opening time *only* with the express permission of the Library Director or designee. If entrance for setup is needed before 10 a.m., prior arrangements must be made with the Library Director or designee.

9. Library staff should be notified after the meeting so that the room may be inspected.

10. Activities not permitted: serving alcoholic beverages, open flames or burning materials, sound that may reach beyond the limits of the meeting room.

#### V. General Regulations.

1. Neither the name nor the address of the Fort Walton Beach Library may be used as the official address or headquarters of a group or organization, except the Friends of the Fort Walton Beach Library.

2. The Library Director or designee is authorized to terminate the meeting of any group or organization that becomes disorderly or objectionable and to deny subsequent use of the room to groups that violate policies and regulations.

3. Any group using the meeting room must comply with the Americans with Disabilities Act.