



Meeting Room Application

Name of Organization _____

Purpose of Meeting _____

Date(s) of Meeting(s) Time(s)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Estimated length of meeting _____ Estimated attendance _____

Person(s) in charge of meeting _____

Address _____

Telephone number _____ E- Mail _____

The undersigned hereby agrees on behalf of the above named organization to be responsible for any damage sustained to Library property while being used by the organization, and agrees to conform to all rules and regulations as set forth on the Norfolk Public Library Meeting Room Policy (attached).

Signature of person applying _____ Date _____

Address _____ Telephone _____

Approved Not Approved

NPL Authorized Signature

Application can be faxed to _____ - _____, attn.: _____

For any special set-up arrangements needed, call _____ - _____

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Meeting Room Policy & Procedures

Policy Statement

The Norfolk Public Library's meeting rooms, besides being used for staff events, are available for public gatherings in the public interest.

Definition

The Library's meeting rooms are the large rooms listed below which hold a minimum of 40 persons at a time. Smaller conference and group study rooms are available at some Library agencies, and use of these rooms is addressed in a separate policy.

Regulations

1. The Library's meeting rooms are used for Library staff training, for Library programming, and for Library-sponsored events. Priority for meeting room use is given for these purposes.
2. Additionally, the meeting rooms are available for use by non-Library groups for non-profit public gatherings of a civic, cultural, or educational nature. A non-profit public gathering is one which entails no profit of any kind either during the meeting or afterward to any party involved, and which is authentically open to any members of the public who care to attend.
3. The meeting rooms are not available for group membership meetings, business meetings, fund-raising or commercial events, religious services or political campaigns, or events for which a fee is charged. Planning meetings by civic and cultural groups that are authentically open to the public are permitted.
4. All gatherings must be free and open to the general public.
5. No admission fee may be charged, nor may a collection be taken up. Items may not be sold, with the exception that, with the Director's approval, Library sponsored groups may sell items when the proceeds benefit the Library, as with the NPL Friends of the Library book sales, and authors and other media creators may sell their books or media in connection with Library-sponsored book signings, media presentations, or speeches.
6. The first attendee(s) to arrive must check in at the circulation desk upon arrival.
7. A group arriving more than 15 minutes late may forfeit its reservation.
8. Groups may not enter the Library before the official opening hour, not even to set up for their program. Groups are required to end meetings and vacate the room 15 minutes before closing time to give staff time to secure the building for closing.
9. The Library strives to maximize use of the meeting rooms for the community; it therefore reserves the right to limit the frequency of meetings by any organization, based on demand, or to reschedule with 48 hours notice or in the case of an emergency.
10. Meeting rooms may not be reserved more than six (6) months ahead of time.

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11. A group may reserve the meeting room no more than two (2) times in a given month, up to a total of twenty-four (24) times per calendar year.
12. Refreshments may be served, providing the group cleans up after the meeting. Alcoholic beverages are not permitted. Arrangements to use library appliances must be made 48 hours in advance. Vending machines are available in the lobby at Pretlow. No other cooking is permitted.
13. The group must make its own arrangements for a projectionist and audiovisual equipment not available in the Library, and is responsible for any library equipment used.
14. Neither the name nor address of the Library may be used as the official address or headquarters of an organization. The Library cannot be listed as the sponsoring organization for public relations purposes, but only as the "location site."
15. If it is necessary to cancel a meeting, the group is responsible for notifying participants and the Library. In case of inclement weather, the group is responsible for calling the Library for obtaining a closing schedule, or checking the Library's website.
16. The Library's Code of Conduct is posted at each agency and must be observed by all attendees. Library supervisory staff may enter meeting room during meetings to ensure compliance with Meeting Room Policy and other Library Policies and Procedures.
17. The Library reserves the right to revoke permission to use the meeting room in the case of noncompliance with Library Policies and Procedures.
18. The door to the meeting room may be required to remain open at the discretion of the building manager. Locking meeting room doors or covering windows is prohibited and may result in the revocation of meeting room privileges for the group.
19. All applications must be made on the form provided by the Library, at least 48 hours in advance of the meeting. The name and phone number of a person in charge or responsible for the organization must be given when the room is reserved. A new form is not required each time the group time meets, but the completion of a new form is required every three months.
20. Groups agree to be responsible for the costs of any and all security measures required to ensure the protection of program attendees, the public and Library assets or staff. These costs will include but are not limited to security personnel or other measures necessary for the protection of the Library. The type and amount of security required will be determined solely by the Library Director, and may be determined before, during or after the program. If the Library Director determines that additional security is required prior to the event, the applicant may be required to prepay the estimated security costs. If the scheduled event appears to be controversial in nature, the applicant may be requested to provide the Library with an additional security bond.



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Maximum Meeting Room Capacities

Agency	Capacity
Barron F. Black	50
Blyden	80
H.C. Downing	75
Janaf	50
Jordan Newby	65

Agency	Capacity
Lafayette	50
Larchmont	42
Little Creek	40
Pretlow	65

*Pretlow's room can be divided into two 50-person rooms
 Park Place and Van Wyck do not have meeting rooms

Approved by Ad Team: 6/10/2009
 Effective: 7/1/2009

The Norfolk Public Library Code of Conduct

1. **Respect Library Rules**
 Patrons must follow rules and policies as requested by library staff or guard.
2. **No Disturbing Noise**
 Disturbing anyone by unreasonable noise (e.g., cell phones, loud conversations, loud singing, radios, other electronic devices with headphones turned up at an unreasonable volume, etc.) is prohibited.
3. **No Food or Drink**
 Eating and drinking in the library are prohibited, with the exception of bottled water, baby bottles, and toddler spill-proof cups. Hot foods or foods with an odor, drinks with straws, and visibly open packages of snack food are not permitted. Food and drink are allowed only in designated areas or for programs and meetings held in the meeting room area of the library as indicated in the Meeting Room Policy and Procedures document.
4. **No Sleeping**
 Sleeping is prohibited.
5. **No Inappropriate Language**
 Inappropriate or abusive language is prohibited.

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6. No Public Displays of Obscene Material

Public displays of obscene or visually disturbing material that interferes with the ability of others to use the library or as prohibited by law is prohibited.

7. No Loitering

Loitering in the library, on library steps, entryway or library property thereby creating a nuisance to those who are trying to enter or exit the building or to use library resources is prohibited. Patrons shall be engaged in activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, using library materials or attending meetings or library programming shall be required to leave the building.

8. No Selling, Soliciting, or Mass Distribution of Materials

Selling, soliciting, or mass distribution of unapproved materials is prohibited.

9. No Unsafe Behavior

Unsafe behavior such as roughhousing, climbing on furniture, running, skateboarding, or any other potentially injurious actions is prohibited.

10. Personal Belongings

Sleeping bags, bedrolls, and packages in bulk or quantity that can not be stored entirely under the owner's chair are prohibited. Personal belongings should not be left unattended anywhere on library property.

11. No Smoking

Smoking is prohibited inside the building, on library steps, or outside of any public entryway.

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12. No Offensive Odors

Anyone whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building. Because many people are sensitive to strong fragrances, patrons are asked to refrain from excessive use of perfumes.

13. Full Dress Required

Being fully clothed, including shirt, shoes, and pants, dress, or skirt, is a requirement of using the library.

14. Restroom Use

Using the public restrooms for shaving, bathing, or as laundry facilities is prohibited.

15. No Harassing Behavior

Harassing behavior is prohibited.

Harassing behavior may take many forms and includes, but is not limited to:

- unwanted conversations, and advances of a personal or sexual nature that intimidate or make the other party uncomfortable,
- harassing or obscene gestures or sounds,
- offensive touching
- staring at library staff or at other patrons so that performance of their duties or use of library resources is materially disrupted (staring must be corroborated by a supervisor, senior staff)

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- member, or guard),
- intentionally monopolizing staff time so that performance of duties is materially disrupted even after the staff member has clearly indicated that a reference or customer service transaction has ended.

For the purposes of enforcing the Library's Code of Conduct, harassing behavior directed at a library employee by a library patron shall include behavior which occurs anywhere both on and off library property, or over the phone.

16.No Following/Stalking

Stalking others in the Library is prohibited.

For the purposes of enforcing the Library's Code of Conduct, following/stalking behavior directed at a library employee by a library patron shall include behavior which occurs anywhere both on and off library property.

17.No Abusive Behavior

Abusive behavior, such as threats or violent behavior, toward staff, customers, or security officers is prohibited.

18.No Trespassing

Trespassing is prohibited. To trespass includes entering any Library building during a period of suspension of Library privileges, entering any non-public areas of the Library, failing to leave the Library immediately upon closing, or being in the Library before or after public hours without express permission from authorized Library personnel.

19.No Unlawful Behavior

Unlawful behavior while in the library or on library property, including, but not limited to, carrying unlawful weapons, assault, indecent exposure or sex acts, use of drugs or alcohol, damage to library property, theft, attempted theft, brandishing a weapon, public drunkenness or intoxication, is prohibited.