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## INTRODUCTION

The Lee County Library System provides meeting room facilities for library activities and programs of community interest during normal library hours. Priority for use of library meeting rooms is given to those programs sponsored or co-sponsored by the library. Programs not sponsored by the library must be sponsored by a government agency or non-profit group or organization with a designated member of the group responsible for the program. Authorization to use library meeting rooms does not imply library endorsement of the aims, policies, or activities of any group, organization, or individual. The following regulations apply to all non-library sponsored programs or meetings conducted in Lee County Library System facilities.

This document covers the use of library meeting rooms, conference rooms, and study rooms which are defined as:

Meeting rooms: Large rooms for groups of 10 or more.

Conference rooms: Smaller rooms for groups of 4 or more.

Study rooms: Small rooms for less than 5 people, where available.

Please note specific requirements for some of these rooms. □

## REQUIREMENTS

- Groups using library meeting rooms are expected to adhere to all library policies and to follow direction given by library staff. Library users must comply with all federal, state, and local laws and ordinances.
- The number of people in the meeting room cannot exceed the Fire Marshal's standards.
- All programs must be open to the public, with the exception of certain government or educational meetings. Study room use is exempt from this requirement.
- Commercial use of library meeting rooms, conference room and study rooms is prohibited.
- No sales of any type are permitted except:
  - during library-sanctioned events with written prior approval from the Library Director or designee;
  - for the sale of alcohol by a non-profit with the required permits as outlined below.
- No admission may be charged. Donations may not be requested or collected except by authorized support groups for the benefit of the library. Authorized library support groups may accept donations, but may not request donations in any way.
- An adult must apply for meeting room use by a youth group and must accompany them at all times.
- No refreshments may be served unless approved in advance by the library manager or designee.

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- Smoking, tobacco products and products that simulate the use of tobacco (electronic cigarettes) are not permitted.
- The Library will not be responsible for materials or personal equipment left in the meeting room by users.
- A Lee County Alcohol Permit is required to sell or consume alcohol in library meeting rooms. A non-profit certification is required for the sale of alcohol. Per Florida Statute § 561.422, a state-issued alcohol permit also may be required. For more information visit: <http://www.leegov.com/dcd>.
- Advertised public meetings that are noticed and held in compliance with the Florida “Sunshine Law,” Chapter 286 Florida Statutes, may be videotaped and photographed in accord with that law. As to all other use of the library meeting rooms, except for photography or videography by bona fide news media representatives, no pictures or video of a meeting may be taken of those in attendance without the permission of those to be photographed or videotaped. (FS 540.08)

## RESERVATIONS

Reservations for library meeting rooms may be made up to twelve weeks, but not less than 72 hours in advance. Meeting room applications will not be considered unless fully completed and signed by the applicant. Reservations remain pending until the applicant is notified of approval by library staff. A group, organization, or individual may have only one reservation at a time.

An unscheduled room may be reserved without advance notice at the discretion of the library manager or designee as long as the use conforms to these guidelines and the proper forms are completed prior to use of the room.

Reservations will not be given on an automatically recurring basis except for certain government entities or educational groups which may reserve a meeting room for multiple dates at the discretion of the library manager. Library conference rooms and Meeting Room C/D at the Fort Myers Regional Library may be reserved for one meeting each month in the current calendar year for official Lee County Government Board of County Commissioners Advisory Committees that are listed at [www.leegov.com](http://www.leegov.com) under BoCC Agendas and Transcripts. These committees may schedule monthly meetings in December for the following year on a “first come, first served” basis.

The library reserves the right to cancel any meeting room reservation. Notice will be given to the group as soon as possible if cancellation is necessary. Groups holding a reservation are requested to notify the library of any cancellation on their part at the earliest possible date.

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Study rooms, where available, do not require a meeting room application or 72- hour advance notice. Inquire at each library for rules governing study room use at that location.

### **HOURS**

Library meeting rooms are available during regular library operating hours. Meetings should end on time and the room be left in the same condition as found. The room must be vacated at least 30 minutes before library closing time, unless other arrangements have been made with the library manager or designee. At certain locations designed to allow after-hours meeting room use, arrangements may be made for use of the room for up to one hour past the library closing time for a fee of \$100.00, payable in advance, contingent on the library being able to schedule personnel for the desired extra time. After-hours use must begin during regular library hours and end no later than one hour past the library's normal closing time. The fee is to be paid to the hosting library at least 3 weeks in advance of the meeting. The fee will be used to cover the cost of after-hours personnel and restroom janitorial service. The fee will not be prorated for partial hours.

### **EQUIPMENT AND FURNISHINGS**

Meeting room use includes ordinary use of available furniture and fixtures. The group using the room must provide all other items. Arrangements for use of library-owned equipment must be made with library staff when a reservation is made. The library reserves the right to deny access to certain equipment when staff is not available to oversee its use.

The library will not provide technical assistance for personal equipment and is not responsible for equipment, supplies, or other items owned by groups or individuals using the library.

Groups using library meeting rooms are responsible for setting up the room and returning it to its original condition including moving tables and chairs and reasonable care of the room, equipment and furnishings. All personal items must be removed from the library at the end of the meeting.

### **PUBLICITY**

The meeting room applicant is responsible for publicity for the meeting/event. No announcement, press release, flyer, or other promotion should state or imply the Library's endorsement or sponsorship of the program or the organization. Publicity materials should clearly state the sponsoring group's name and refer to the library only as the location of the meeting/program. All printed material, press releases, posters and other information regarding the event must include a contact phone number for the organization or individual reserving the room. No library phone numbers may be listed on publicity, as the library is not the source of information for the meeting/event.

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The library cannot provide program registration or detailed information about programs that are not sponsored or sanctioned by the library.

Any publicity must include the statement: "This program is not sponsored/endorsed by the Lee County Library System."

Invitations and/or press releases about the meeting/event should not be sent out before the meeting room use is approved by the library.

### **ADA COMPLIANCE**

The Lee County Library System meeting rooms are structurally compliant under the Americans with Disabilities Act (ADA). Individuals or groups reserving the meeting room have an obligation to provide reasonable accommodation, including American Sign Language interpreters, if requested by an attendee of the scheduled meeting.

### **COPYRIGHT**

Any group, organization, or individual showing a film/video/DVD in the library meeting room must adhere to copyright law. Individuals and organizations are responsible for obtaining public performance rights for all publicly screened media.

### **DENIAL OF MEETING ROOM USE**

Failure to comply with these requirements may result in denial of future use of library meeting rooms, financial liability for damages, and/or immediate removal from the room. If authorization for the use of a library meeting room is denied, the applicant may appeal the denial to the Library Director or designee.