

Meeting Rooms

The Tulsa City-County Library provides meeting rooms for group use. Rooms are available in the Central Library, regional libraries and branch libraries throughout the county; size varies with available seating from 12 to 300. [See Appendix.](#)

Eligibility

- Nonprofit, law-abiding organizations of an educational, civic, cultural, professional or religious nature may book rooms. In cases where a non-profit designation is not readily apparent, proof of tax-exempt status may be required to establish eligibility.
- The representative of the organization booking the room must have a library card with the Tulsa City-County Library and be in good standing. Exceptions may be made for representatives of federal, state or local government or other library organizations.
- Meetings held in libraries are open to the public.
- Groups using meeting rooms are expected to have a copy of their agreement with the library on file at the location where they have booked a meeting room. Agreements must be updated yearly. [See Appendix.](#)

Prohibited Uses

The meeting room will not be used for:

- Rallies, campaigns, or meetings for specific partisan political issues or candidates. Groups with interests in political matters may meet, but the meeting must be to conduct the business of the organization.
- Non-library related groups soliciting business or actively selling items or services.
- Non-library related groups charging admission, fees or contributions or soliciting donations.
- Activities likely to disturb regular library functions.
- Commercial purposes such as a meeting for the advertising, promotion or sale of products or services, memberships or programs immediately or at a later time.
- Auditions or rehearsals for plays, movies, commercials, etc., unless sponsored by the Library.
- Fund-raising activities or events, except those sponsored by the Library for funds for the Library.
- Social gatherings, social clubs, social activities, or recitals unless sponsored by the Library.
- Dance classes, exercise classes, or any other similar classes unless sponsored by the Library.
- Any unlawful purposes.

Restrictions

- Programs must take place within usual library hours. All meetings must end 15 minutes before the Library closes.
- Library meeting rooms are not available for use on library holidays.
- Tobacco use is not permitted in libraries.
- Alcoholic beverages may only be served at library sponsored functions – and then only when the library is closed to the public.
- Kitchen utensils are not available in most locations. Refreshments may be served, but red punches are not permitted in meeting rooms with carpeted floors.
- For-profit organizations may use library meeting rooms for the purpose of staff training only. The meeting must be exclusively for training and cannot be a staff meeting in which training is included.
- Elected officials may hold town meetings, but the meetings cannot be for the purpose of campaigning for office.
- Any organization which is denied access to a meeting room may appeal to the Library's Executive Offices.

General

- The identities of groups using Library meeting rooms are not confidential. The group names will be released upon request. In addition, contact information for the contact person will be released upon request.
- Groups reserving meeting rooms are solely responsible for obtaining the appropriate insurance, and any permits or licenses required by the governing entity for the activity.
- Meeting room users are responsible for room arrangement, setup, and cleanup at the conclusion of the meeting. Users must complete these tasks within the hours reserved.
- Decorations must be freestanding. Nothing can be attached to any walls or doors.
- Meeting room users are responsible for the protection of Library property. Users leaving a meeting room in unacceptable condition, or misusing the facilities, may be denied another reservation and/or charged a damage fee.
- A meeting of any group scheduled or being held in the Library that potentially threatens the health and welfare of Library customers, staff, meeting attendee, or disrupts Library services or programs, may be canceled or suspended (if ongoing), by a member of the Library staff, until the threat is abated.
- Meeting room users cannot store their materials at the library.
- The Library is not responsible for lost or stolen articles.
- Children of individuals attending meetings should not be left unattended in the library.

Publicity

- All publicity by the organization about the meeting must state clearly that the library is merely the site of the meeting and not its sponsor.
- Any public announcements or advertisements, citing a library as the meeting place, must be approved in the Executive Offices.
- Groups must provide the library with a list of the sites to which they plan to post advertisements and provide copy of the text.
- The agreement of the library to make meeting room space available does not imply that the library either advocates or endorses the viewpoints expressed in the meeting or by meeting sponsors or speakers.
- If the organization engages speakers to address the meeting, the organization is responsible for all arrangements regarding the speaker.

Scheduling

- Requests for all meeting rooms at Central Library should be made through the Media Center. Requests for a meeting room at a regional or branch library should be made at that library.
- Beginning August 1st of each year, reservations for meeting rooms will be taken for that following calendar year.
- Organizations may reserve meeting rooms on a regular and continuing basis. The library reserves the right to refuse scheduling based on availability of meeting room, frequency of meeting and demand from other organizations.
- The maximum number of times any one organization may reserve the use of library facilities at any one time, all facilities combined, is 12 times in a calendar year. If, after 12 meetings, rooms are available and the group is in good standing, the group may book for another 12 times until a total of 52 meetings have been reached.
- The library also reserves the right to request changes in meeting room time or location if a conflict with library programming should develop.
- Repeated cancellations may result in future applications being denied.

Fees

- All meeting rooms are available to organizations free of charge with the following exceptions:
 1. If additional cleaning is required, the users will be charged the cost of the cleaning.
 2. If damage to the room or the Library's equipment is incurred, users will be charged for such damage.
 3. Special permission from the Executive Office is required to use meeting space when the library is closed. In such cases that permission is granted, a fee will be charged.

Regional Libraries/Community Libraries When Libraries Are Closed

- If permission is granted to use a facility when the library is closed, the following fees will be assessed:

	Minimum 3 hours	Extra
Meeting Rooms	\$75	\$25/hour
Auditoriums	\$125	\$50/hour

- Fees are based on cost to the library. Responsibility for the payment lies with the organization.
- Arrangements to use the branch and regional library facilities must be made with the respective agency librarian.
- Keys/swipe cards will be issued by the librarian to individuals responsible for their organization's meeting no more than 24 hours before the start of the meeting. These individuals must leave their name, address, telephone number, and library card number. It is the responsibility of these individuals to obtain the key to the library, to know the procedure for locking up after the meeting, and to return the key to its designated place.
- Responsibility for the security of the library lies with the organization scheduling the room.

Event Space

- An organization may use the meeting room complex at Hardesty Regional, Martin Regional or Rudisill Regional as an "event space." By reserving all of the meeting rooms, and paying the fees for all rooms, the organization then would have access to the entry way, lobby, hallways, and other connecting spaces to hold an "event." Costs would vary from regional to regional because of the number of rooms.

	Minimum	Extra
Hardesty 4 rooms, Auditorium	\$340	\$150/hour
Martin 2 rooms, Auditorium	\$220	\$100/hour
Rudisill 3 rooms, 2 Auditoriums	\$340	\$150/hour

● Tulsa City-County Library Policies ●

- An additional service would be available, for an additional charge. Library space could be opened to the organization as an extension of “event” space. An additional charge of \$100 per hour would apply, to offset staff costs to secure the materials and furnishings, extra cleaning and security.
- Certain alcoholic beverages (wine, champagne) will be allowed by special request to the Executive Office. The organization will be responsible for licenses, permits, and following city/state regulations.

Equipment

- Certain equipment may be made available to organizations using library meeting room facilities. It is the responsibility of these groups to request the equipment at the time the room is scheduled and to be knowledgeable in the use of equipment. Charges for damaged equipment will be handled by the agency librarian and the Executive Offices.
- Auxiliary lighting or special equipment may not be used in any meeting room without prior approval by the Facilities Director.

Abuse

- Abuse to a meeting room, to the library building or to the contents of the library may result in the termination of the privilege to use the library’s facilities. Matters of abuse may be defined as:
 1. Damage to the room, building or contents.
 2. Failure to follow guidelines for providing security while in the building.
 3. Failure to leave the room or building in a neat and clean condition.
 4. Failure to notify the library of meeting time changes or cancellations.
 5. Excessive noise or activity which might disturb other library patrons.
 6. Failure to pay assessed library fees.
 7. Failure to adhere to policies governing meeting rooms.
- Matters concerning abuse to meeting rooms or privileges of use will be handled by the Executive Office and the agency librarian.