

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

Local 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; such proof may include meeting agendas and past meeting minutes.

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.

Requirements

The representatives 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, no admission or fees can be charged.

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.](#))

Restrictions

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. (For information about Political Debates see General section in this chapter.)

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.

Programs must take place within usual library hours. All meetings must end and room returned to order 15 minutes before the Library closes. Groups must be ready to vacate premises at the conclusion of their scheduled meeting.

Library meeting rooms are not available for use on library holidays.

Use of tobacco or other related products use is not permitted in libraries or within 25 ft. of library entrances.

Alcoholic beverages may only be served at library sponsored functions – and then only when the library is closed to the public.

- Light refreshments may be served. Groups may not serve any beverage containing red dye and must bring their own serving supplies.

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.

Any organization which is denied access to a meeting room may appeal to the Library's Executive Offices.

Political debates between opposing same-party candidates during the primaries and between opposing political party candidates prior to a general election may be held in library meeting rooms when arranged by an organization unaffiliated with any specific political party and one that meets all other library meeting room requirements. During the primaries or general election period if only one candidate or an identified candidate's representative scheduled shows up for a debate in a library meeting room, the event shall be cancelled – a candidate's representative may not step in for the candidate if this person was not originally listed as the scheduled presenter. (adopted: August 18, 2011)

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 and by fifteen minutes to the close of library business day.

Decorations must be freestanding. Nothing can be attached to any walls or doors.

Kitchen utensils are not available.

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. ([See Chapter 2, Child Safety in the Library](#))

For Computer Training lab use, see [Chapter 2 Library Services](#).

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.

A library meeting room must be booked and confirmed prior to publicity submission.

Any public announcements or advertisements, citing a library as the meeting place, must be approved in the Executive Offices in advance.

Groups must provide the library with a list of the sites to which they plan to post advertisements and provide copy of the text. (For distribution and display of community information see Chapter 6)

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.

The group is responsible for directions and other logistics related to events, including communicating changes in time or location.

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 or no shows may result in future applications being denied.

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 Manager.

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.

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 adhere to policies governing meeting rooms.
3. Failure to follow guidelines for providing security while in the building.
4. Leaving children unattended or the failure to supervise the activities of children.
5. Failure to leave the room or building in a neat and clean condition in the time allowed for the meeting.
6. Failure to notify the library of meeting time changes or cancellations.
7. Excessive noise or activity which might disturb other library customers.
8. Failure to pay assessed library fees.

Matters concerning abuse to meeting rooms or privileges of use will be handled by the Executive Office and the agency librarian.