

Meeting Rooms

The Tulsa City-County Library provides meeting rooms for customer 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.) 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. Any organization which is denied access to a meeting room may appeal to the Library's Executive Office.

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.
- Elected officials may hold town meetings, but the meetings cannot be for the purpose of campaigning for office.
- Political debates during political party and nonpartisan election primaries and between political party and non-partisan and independent candidates prior to a general election may be held in library meeting room(s) if all other Library meeting room requirements established by Library policy and established practice are met. Debates require a minimum of two candidates. (Adopted March 17, 2016)
- Any organization which is denied access to a meeting room may appeal to the Library's Executive 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.
- No admission can be charged for meetings held at the library.
- Meeting rooms can be reserved based on availability as listed in the policy and guidelines.
- To reserve a meeting room, visit rooms.tulsalibrary.org. For more information, contact Ask Us at 918.549.7323

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.
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- Public announcements or advertisements, citing a library as the meeting place, must be approved by library administration (www.tulsalibrary.org/meetingpublicity)
- A library meeting room must be booked and confirmed prior to publicity submission

Restrictions (updated: July, 2017)

Library meeting rooms may not be used for the following purposes or in the following manner:

- 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 Eligibility section in this chapter.)
- Non-library related groups soliciting business or actively selling items or services

Tulsa City-County Library Policies

- 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.
- Non-library related groups charging admission or collecting fees or donations on-site
- Activities likely to disturb regular library functions.
- Fund-raising activities or events, except those sponsored by the Library for funds for the Library (Exceptions to this restriction apply with the use of Central Library Meeting Rooms – Refer to Rental Venues at Central Library section of this policy).
- Social gatherings, social clubs, social activities, or recitals unless sponsored by the Library (Exceptions to this restriction apply with the use of Central Library Meeting Rooms – Refer to Rental Venues at Central Library section of this policy).
- Dance classes, exercise classes, or any other similar classes unless sponsored by the Library.
- Any unlawful purposes.
- Library meeting rooms are not available for use when the library is closed.
- Use of tobacco or other related products use is not permitted on library premises.
- Alcoholic beverages. (Exceptions to this restriction apply with the use of Central Library Meeting Rooms – Refer to Rental Venues at Central Library section of this policy).

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:
- Damage to the room, building or contents
- Failure to adhere to policies governing meeting rooms.
- Failure to follow guidelines for providing security while in the building.
- Leaving children unattended or the failure to supervise the activities of children.
- Failure to leave the room or building in a neat and clean condition in the time allowed for the meeting.
- Failure to notify the library of meeting time changes or cancellations.
- Excessive noise or activity which might disturb other library customers.
- 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.

Fees

- If additional cleaning is required, the users will be charged the cost of the cleaning.
- If damage to the room or the Library's equipment is incurred, users will be charged for such damage.
- Special permission from the Library Executive Office is required to use meeting space when the library is closed. In such cases that permission is granted, a fee may be charged.

Rental Venues at Central Library (adopted: July, 2017)

- Rental options are available at the Central Library only. Fees will be charged for use of the venue spaces for the purpose of celebrations, corporate and social events, or conferences.
- Fees and reservation information is available by request on the library website. Fees are subject to change at the discretion of library administration (see appendix).
- Deposit or payment-in-full is required to confirm booking of the venue space on a specified date and time.
- Signed Facilities Use and License Agreement is required for all venue bookings.

Tulsa City-County Library Policies

- Request for Alcohol Use Form must be completed and approved by the Library Executive Office. An alcohol and bartender license must be presented before approval is granted for alcohol use on library property.
- If alcohol is served, a non-alcoholic beverage must also be provided.
- Film and/or photography of events are allowed as part of venue rental. Use of library spaces solely for filming or photography may be available at different rates, per our Film and Photography Venue Request Guidelines (see appendix).
- All decorations must be free standing and are in compliance with the signed Facilities Use and License Agreement.
- Compliance to meeting room policies and venue restrictions is strictly enforced.
- All advertisements of any kind publicizing events held in a TCCL venue or meeting room, including but not limited to, brochures, flyers, pamphlets, stickers, buttons, leaflets and any material created for television, newspaper, radio or outdoor advertising, shall be submitted for approval of TCCL in advance of distribution. No advertisement shall state or imply that TCCL is in any way affiliated with, a sponsor of, a beneficiary of or a supporter of the specific activity or of the event or participants in general.

Venue Restrictions

- No alcohol is permitted on library property at any time, unless an approved alcohol use form has been signed by the Library Executive Office.
- TCCL reserves the right to make exceptions to the meeting room use policy on a case by case basis.