VPL Meeting Room Policy

Date Effective: 6/24

Revision Dates:

Date(s) Reviewed by Library Board: 6/24, 5/25

Policy Maintenance Performed By: Library Director

Philosophy:

* We provide a welcoming environment to grow and strengthen connections for everyone in our community.
* The Vinton Public Library offers access to our boardroom and any additional meeting space to further the library’s mission. These spaces are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of Library meetings rooms and spaces does not constitute an endorsement by the Library of the content of the programs or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

Scheduling and Use Priorities:

* The Vinton Public Library provides meeting spaces as available to meet community need and strives to provide broad access for use by the public. When necessary, use of meeting rooms for elections, programs and activities of the Vinton Public Library and Friends of the Vinton Public Library, and programs and activities of the City of Vinton, will have prioritized access to available spaces. Allocation of Library meeting rooms and spaces may be adjusted at staff discretion.

Guidelines for Meeting Room Use:

* Library meeting rooms are available for educational, informational, or cultural meetings during hours that the Library is open.
* All gatherings must be free and open to the public except events sponsored by the Vinton Public Library, Friends of the Vinton Public Library, the City of Vinton, and meetings of county and state library groups. Exceptions to this may be made at the discretion of the Library Director.
* Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
* One exterior facing sign (no larger than 11” X 17”) indicating the meeting time, date, and location may be taped to a window or glass wall at the entry of a meeting room during the time the room is reserved, but cannot obstruct staff’s ability to monitor the room for security purposes.
* Nothing may be taped to meeting room walls.
* Rooms may be rearranged, as needed, but are to be returned to their original configuration and condition and all signs and adhesives must be removed at the end of each meeting.
* Reservations are available for groups twice per month; additional use may be accommodated if rooms are available.