MEETING ROOM POLICY

The Acadia Parish Library is pleased to have a meeting room available for the citizens of Acadia Parish. In order for this facility to be used and enjoyed by all, we ask that the following policies be observed and followed.

1. The meeting room will be available during normal library hours. However, in order for the library staff to complete regular closing procedures, the meeting room must close 15 minutes prior to the library.

Monday – Friday	Saturday
8:00am – 5:30pm	9:00am – 1:00pm

2. The meeting room will be available on a first come, first served basis with the understanding that library programs have the first priority. The meeting room will remain locked when not in use, so any interested parties must visit the front circulation desk to check with staff for meeting room availability.
3. The meeting room shall not be used for:
   a) Commercial Purposes (sale of merchandise, etc.)
   b) Private Parties
   c) Religious Indoctrination
   d) Political Meetings
4. Light refreshments may be served with beverages such as coffee or punch. No alcoholic beverages will be allowed. Food items should be prepared before they are brought to the library, and they must be ready to serve without heating or refrigeration.
5. Any meeting having refreshments must be sponsored by an adult who will be responsible for the group holding the meeting.
6. Movies, filmstrip, and/or projectors are available for use, but they must be booked separately from the meeting room.
7. The meeting room will seat approximately 50 people. Please notify us at least 3 days prior to the meeting to arrange for chairs to be set up.
8. The meeting room will be neat, clean, and orderly before you begin your meeting, and it should be in that condition before you leave. A vacuum cleaner will be available for your use if needed. Any damage to the room or its furnishings will be the responsibility of the group or person who uses the room.
9. All meetings will be conducted in an orderly manner.
10. Smoking and vaping will not be allowed.
11. The Acadia Parish Library Board of Control has delegated the authority to the Library Director to refuse use to any group that has previously violated the above policies.
12. The Acadia Parish Library has the authority to cancel use of the meeting room due to COVID-19 related issues or any other health emergency. The Acadia Parish Library will do its best to contact any groups or persons who have booked the meeting room as early as possible to notify of any cancellations that may occur.

Approved by the Library Board of Control on May 18, 2022.

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