

Logan Library Policy Manual

These are Logan Library Policies that have been approved by the Logan Library Board of Trustees.

2.00 Library Policies

2.05 Meeting Room Policy

Logan Library

Approved: 1988

Updated: May 11, 2010

Updated: August 8, 2017

1. To fulfill the Logan Library's role of a gathering place (Role Statement 1.03.03) where people can share information, discuss ideas, and present programs as a service to the community, the library provides meeting rooms which are available on equitable terms to all groups in the community regardless of the beliefs, or affiliations of their members. Use of library meeting rooms does not constitute endorsement by the City of Logan, Logan Library or its Board of Trustees of the ideas or opinions expressed by the participants or sponsors.
2. Use by the Logan Library will receive priority scheduling at all times. The Director reserves the right to reschedule or cancel non-library reservations due to Library needs.
3. Reservations:
 - a. If not reserved, meeting rooms are available on a first come, first served basis.
 - b. Reservations can be made online or over the phone a minimum of 24 hours in advance.
 - c. Reservations cannot be made more than 9 months in advance.
 - d. Time for set up, take down, and cleanup is included in the reservation.
4. Subject to prior reservation, meeting rooms shall be available without charge for:
 - a. Non-profit organizations
 - b. Meetings open to the public
 - c. Meetings are free to the public with no commercial or business intent.
 - d. Study groups
 - e. Education, cultural and civic groups
5. The following are subject to a rental fee and the rules of the library:
 - a. For-profit organizations
 - b. Only members of the organization are invited to attend.

- c. Groups engaging in any type of monetary transaction
 - d. Family gatherings of any type
6. If a question arises concerning the status of an organization, the library director will make the final decision in accordance with the general intent of this policy.
7. Rules:
 - a. Meeting rooms are available only during regular library hours.
 - b. Light refreshments are allowed in conference rooms.
 - c. Refreshments are allowed in the large meeting rooms.
 - d. The large meeting rooms are available by reservation only.
 - e. The Library does not set up rooms for meetings or activities.
 - f. The Ronald K. Jenkins Reading Room is reserved for library related meetings only.
 - i. Approval for other meetings can be given by the meeting room coordinator and/or the library director.
 - g. Please leave the meeting room clean with tables and chairs put away.
 - h. Meetings end and rooms shall be vacated by 10 minutes before closing.
 - i. \$10.00 per hour shall be charged for the small conference rooms.
 - j. \$20.00 per hour shall be charged for the large meeting rooms.
 - k. Fees must be paid in advance. There are no refunds.
 - l. Reservation times for all rooms will include set up and clean up time.
 - m. The Library will bill the user, above the normal fee, for wear and damage beyond reasonable usage of the facilities and furnishings and may revoke future meeting room privileges.
8. Room Capacity:
 - a. Temple Fork room: Capacity 12
 - b. Old Juniper room: Capacity 16
 - c. Old Ephraim room. Capacity 16
 - d. Lake Bonneville room: Capacity 60 with tables or 75 with chairs.
 - e. Jim Bridger room: Capacity 60 with tables or 100 with chairs.
9. Regular, repetitive use by for profit entities that are substituting this site for commercial areas in the community shall be limited to availability.
10. Permission to use the meeting rooms may be denied any group whose purposes or actions are illegal or whose conduct interferes with the activities of the library.
11. Use of the meeting room does not constitute endorsement by the library of points of view or subject matter presented by room users. No advertisement or announcement implying such endorsement shall be permitted.
12. The library is not responsible for loss or damage to materials belonging to individuals or groups using the meeting rooms.
13. The library reserves the right to waive normal fees, if deemed appropriate within the intent of this policy, at the discretion of the library director.