

Fingal County Council Public Libraries Division

Meeting Room Use Policy

The mission for Fingal Libraries is to be a dynamic and inclusive space supporting culture, recreation, literacy, education and economic development in the County. Fingal County Council Public Libraries Division aims to serve and provide for the **civic and civil, community, educational and recreational** needs of the citizens of Fingal. Subject to the requirements of the Library, meeting rooms may be made available to groups providing for those needs and in line with the mission statement on the following basis.

1. Meeting rooms and facilities vary in size and availability from library to library in Fingal and are often heavily used for library led activities, therefore the provision and use of meeting rooms is at all times subject to:

- the requirements and needs of the Library
- the discretion of the Library
- the need to provide a safe, peaceful, respectful and inclusive environment in which to read, study and visit the Library.
- the requirement that the use of meetings rooms must not or be likely to disturb, impede or endanger other Library users/Library staff or the library building and its collection

2. Meeting rooms in the Library shall not be used for:

- commercial or profit making purposes
- for fundraising, donations or sale of goods
- as a permanent meeting place or as a mailing address

Libraries are a democratic space and should not be used for events with a political agenda

3. Reservations for meeting room space are on a first-come, first-served basis and may be made no more than 1 month in advance

4. All meetings must be **free of charge** and in compliance with the requirements of the Library.

5. Meetings must not be disruptive to regular library functions, too large for the applicable room capacity, disorderly or dangerous to persons or property

6. The Library, at its sole discretion, reserves the right to:

- accept, renew, or reject requests for use of the room
- limit the number of meetings for any particular group
- limit the numbers of persons attending meetings
- cancel or postpone bookings. *The Library will make every effort to give advance notices of any such cancellation.*

7. Permission to use a Library meeting room does not constitute or imply Library endorsement of the aims, policies or activities of any group or the views expressed in the meeting.

8. Each group shall identify the person/s in charge who must be in attendance at all meetings. The person/s in charge shall familiarise themselves with the emergency evacuation procedures for the particular meeting room and shall be responsible for the safe evacuation of all attendees at the meeting.

9. All those present at the meeting shall comply with any requests, made by a member of staff, to evacuate the building.

10. There will be an ongoing review of room usage in the interest of equity and inclusivity to all users within the Fingal area.

11. All property brought into meeting rooms is at the owner's risk. Fingal libraries can take no responsibility for loss or damage to equipment.

12. All meeting areas should be left clean and tidy and all rubbish removed