

Salem Public Library
Meeting Room Policy
FOR USE BY NONPROFIT ORGANIZATIONS ONLY

The Salem Public Library allows nonprofit organizations and community members to reserve and use the library's meeting room when it is not in use for library programs. This policy outlines the procedure and rules for reserving and using the library meeting room.

How to reserve the meeting room:

- Groups/organizations meeting the criteria set forth in this policy may submit meeting room reservation requests using the online scheduling tool at <https://salemva.libcal.com/>.
- There is no charge to reserve the meeting room.
- Reservations are available first-come/first-serve on a rolling 3-month basis.
- Groups not sponsored by the Salem Public Library, the City of Salem, or other government agency may not use the Meeting Room more than twice a month.
- Reservations must be made for the entire time the room will be in use by the reserving organization, including set-up and tear-down for the event; access to the room outside of the reserved period will not be granted.

Room and equipment details:

- The library's meeting room allows up to 49 people in attendance, according to fire code. Groups are required to adhere to this limit.
- The library allows use of available tables and chairs; organizations are free to set the room up as needed (library staff are not responsible for set-up, take-down, or clean-up of the meeting room).
- The library also allows free use of a laptop and projector and can assist with set-up of these devices. The projector connection is via HDMI cable (included with room reservation); note that some devices and laptops required specific adapters, so please check with library staff prior to the reservation date to confirm compatibility.
- Access to all doors and the emergency exit must be maintained.

Terms of use:

- The library and its programs hold first rights to use of the library's meeting room.
- Educational, civic, cultural, and government groups may use the library meeting room if they agree to follow all rules and regulations established by the Salem Public Library for the use of the room.
- The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group or its programs.
- The meeting room will be available to all groups who have an open membership policy and do not discriminate on the basis of age, race, sex, national origin, political orientation, religion, or physical disabilities.
- All programs/meetings must be open to the public (except library-sponsored and government meetings).

- All publicity must list the name of the organization sponsoring the meeting. The Library may not be named as a sponsor of any event without written permission from the Library Director.
- Registration by participants may not be required/mandatory for attendance at programs except for those sponsored by the Library, the City of Salem, or other government agencies.
- Groups using the meeting room may not charge a membership fee, a ticket/attendance fee, request donations, fundraising (political or otherwise), or use the room as a venue for sales or exchanging money for any reason. Self-promotion (i.e. distributing business cards) to solicit sales outside of the meeting room use is also prohibited.
- Due to the first-come/first-serve nature of the reservation policy, the library cannot guarantee that consistent days/times will be available to public organizations.
- All meetings are to be held during library business hours and must conclude by the time the library closes for the day.
- Light refreshments, but no alcoholic beverages, may be served. The cooking/preparation of food on-site is prohibited.
- The group is responsible for clean-up after the meeting, for disposal of trash to the outdoor trash tote if it exceeds the capacity of the indoor trash cans provided, and for leaving the meeting room in the condition in which it was found.
- The Meeting Room is not available for charitable or political fundraising activities
- The Meeting Room is not available for social gatherings (birthday parties, etc.).
- If the library is closed because of weather, repairs, or other unforeseen circumstances, the use of the Meeting Room is cancelled and the registrant will be notified as soon as possible.
- The registrant is responsible for damages or loss to Library equipment, furniture, or facilities during the meeting and will pay for any damages.
- Groups not sponsored by the Salem Public Library, the City of Salem, or other government agencies must restrict their meetings and associated activities to the meeting room while in the library building. No signage regarding the organization or the meeting is allowed outside the meeting room.
- Activity, noise levels, or odors in the meeting room during meetings must not disrupt or disturb regular library activities.
- Users of the Meeting Room must abide by all local, state, and federal laws, ordinances, and regulations, including occupancy limits.
- The registrant agrees to indemnify and hold harmless the City and all its officers, employees, and agents from any and all claims, demands, suits, causes of action or judgments, any person may have as a result of any damages suffered while utilizing the Meeting Room.

Organizations submitting meeting room reservation requests must certify the following:

- I have read the meeting room policy in its entirety and agree that my organization will adhere to the rules and requirements set forth herein.
- My organization or community group is a not-for-profit entity.
- I understand that sales, fundraising, organizational dues, requesting donations, and other commercial dealings are prohibited from taking place in the Salem Public Library.

- If my organization is unable to meet at the pre-scheduled time, we will let the Library know as soon as possible.
- If my organization has more than one no-show for a scheduled meeting room use, library staff will release use of the meeting room to other organizations and remove my organization's meetings from the calendar.
- I understand that Salem Public Library and Friends of the Salem Public Library programs have priority over other groups' programs in the meeting room. Otherwise, use of the meeting room is scheduled on a first-come, first-served basis.
- I understand that all programs/meeting must be open to the public, that registration cannot be required of interested attendees, and that my organization must have an open membership policy and cannot discriminate on the basis of age, race, sex, national origin, religion, or physical disabilities.
- I understand that the Salem Public Library may not be listed as the hosting location/organization, and that only the address (28 E Main Street, Salem VA 24153) may be listed on any advertisements to prevent confusion between library-sponsored programs and the program(s) organized by my group. Likewise, the name, phone number, and/or address of the Library may not be used as the official address or headquarters of any organization.
- I understand that my group will be granted access to the meeting room for the reserved period only, and that early access or late departure is not allowed.
- I understand that if any part of this policy is violated, my organization's future room reservations may be cancelled.

By submitting this meeting room reservation request, I certify that I have read this policy in its entirety and that my organization both meets the required criteria for approved organizations and agrees follow to the library's meeting room policy.