

Sanibel Public Library District Policy No. 4-2009

Meeting Room Use

Community organizations and groups engaged in educational, cultural, intellectual, or charitable activities are welcome to use Library meeting rooms.

Library facilities may be used as outlined below:

- Individuals may request the use of facilities for and on behalf of a group or organization.
- A fee may be incurred for use of Library facilities.
- Groups and organizations such as the following may be granted use of Library facilities: civic clubs, community organizations, educational organizations.
- No sale of goods or services or the solicitation for future sales or services is permitted. "Solicitation" is any act or attempt to advertise, market, or sell any product or service.
- Any printed or electronic publicity or marketing materials that include the Library's name and address must include the disclaimer: "This event is not sponsored by the Sanibel Public Library."
- Per the Sanibel Fire Department, attendees may not exceed the posted occupancy load for the meeting room as established by the Sanibel Fire Marshal.

All Library equipment purchased belongs to the Library and is used for Library needs. Some items may be loaned for meeting use provided that the Library does not incur additional expense and prior permission is granted before any equipment is used.

One person representing a group or organization is obligated to the Library for the safe and proper use of Library facilities. Individuals belonging to a group whose request is approved will be required to comply with Library procedures which are established by the Library when using Library facilities.

Any damage to Library facilities must be replaced or repaired by the group renting the facility. Damages will be replaced or repaired by an authorized outside organization at the discretion of the Library. All costs for replacement or repairs will be determined by the Library. Such costs will be invoiced to the group responsible for damages for immediate payment.

The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the Sanibel Public Library District, its Board of Commissioners, administration, or staff.

Facilities will be physically accessible according to the guidelines of the Americans with Disabilities Act (ADA).

Groups using meeting rooms agree to indemnify and hold harmless the Sanibel Public Library District and its commissioners, employees, officer, agents, and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person by a consequence or result of the use of the room, its furnishings, or its equipment.

The Library retains final authority over the scheduling of rooms and reserves the right to change the schedule based on Library needs.

Library Policy

Sanibel Public Library District Board of Commissioners

Adopted June 18, 2009; Revised November 15, 2012; Revised October 20, 2016