

Seaford District Library, Inc.
Meeting Room Policy

The Seaford District Library welcomes the use of their meeting rooms for public activities of a civic nature. Library meeting rooms are open to the public and available for public programs and meetings sponsored by non-profit, civic, educational, and cultural groups regardless of the beliefs of their members. The Seaford District Library neither endorse, approve, or disapprove the viewpoints of those organizations holding meetings or programs in the library. The rooms are not available for purely social purposes, for the benefit of private individuals, commercial concerns, or where disorder or disruption of regular library services is likely to occur as determined by the library. Rooms will be booked according to the following priorities and at the discretion of the Director.

- Library Programming and Use
- Official meetings and programs sponsored by or conducted by Sussex County or other government entities.
- All approved programming by nonprofit, civic, educational, and cultural groups.

Use Requirements

- Programs and meetings must be open to the public, and no admission fees or other charges are permitted.
- The organization must prepare and return the meeting room to its original state before leaving. The library does not provide custodial assistance for changing room arrangements or moving private materials.
- The organization is responsible for any damage to the facility, including replacement/repair costs.
- All facilities must be left clean after use, or a cleaning fee may be assessed to the credit card on file.
- Accidents must be reported immediately to the library staff.
- Audiovisual presentations must conform to current copyright law.
- Materials or equipment belonging to the booking organization are solely the organization's responsibility. The library does not assume any responsibility or store private materials and equipment.
- Fastenings (tapes, tacks, etc.) cannot be used on any meeting room's walls, floors, or furniture.
- Advanced advertising of a program will be posted according to Library rules concerning such posting. It cannot state or imply that the library is a program sponsor unless the library has agreed to it.
- Promotional signage to be displayed in the library during the program must be approved by library management before posting. The display of approved signage is limited to one hour before the program and its duration.

- Program publicity may indicate location and time but cannot state or imply that the library is a program sponsor/co-sponsor unless expressly agreed to by the library.
- The organization cannot use the library's name or address as its official address, nor shall it appear as a sponsor on any organization's brochures or other marketing mediums.
- Groups or organizations using library meeting rooms must:
 - Ensure that no alcoholic beverages are served by the group or organization or its membership.
 - Enforce the tobacco-free policy.
 - Adhere to posted room capacity limitations.
 - Follow fire regulations – exits must remain accessible.
 - Ensure that children/teen meetings have adult supervision.
 - Respect that the meeting is being held in a library and that noise levels should be minimal.
 - Acknowledge and accept the library's Acceptable Use Policy and the Delaware Libraries Internet Acceptable Use Policy and agree to abide by its terms and conditions as they may relate to any internet usage at the meeting on library premises, regardless of whether such usage is through the entity's computer brought onto the premises or a library computer already on site.

Reservation Requirement

- Reservation requests for the meeting room can be made between two weeks and up to six months before the needed date.
- Recognizing that weeknights are high-demand time slots, the library reserves the right to ensure equitable access for as many community groups as possible.
- The library reserves the right to cancel meeting room reservations.
- The organization's chief officer or other responsible person will file a reservation form with the library. Only online submissions are accepted.
- Organizations must have general liability insurance sufficient to cover any property damages to the library or personal injuries that may occur on-site.
- Organizations hereby agree to hold harmless and defend Sussex County, the Library, their agents, servants, or employees from and against any and all losses, claims, actions, damages, liabilities, and expenses, including, but not limited to, those in connection with loss of life, bodily and personal injury or damage to property of whatever kind or nature, including attorney's fees and costs, proximately caused by the negligence of the organization, its agents, or employees, in connection with any meeting or event and the performance of the organization's agreement with the Library.
- The organization will provide evidence of non-profit status.
- When the person signing for the group has changed, a new form must be filed with the library.

- Requests to use library equipment must be made at the time of booking. The organization must provide a qualified operator and assume financial responsibility for damage to equipment replacement.
- The organization shall report attendance numbers to the library.
- Cancellations should be made as promptly as possible. Organizations that repeatedly do not show up or cancel bookings may be denied future room use.

Prohibited Use

Library meeting rooms may not be used for private social purposes; the conduct of regular religious ceremonies or services; political campaign activity relating to any specific candidate; commercial concerns; any illegal activity; or any activity that, in the judgment of the library, poses a threat to the life, safety, or property of any individual. The library reserves the right to deny future meeting room use to:

- Groups or organizations whose previous conduct has not complied with Library meeting room policies and procedures as stated and
- whose conduct has resulted in damage or interfered with the other patrons' Library use.

Complaints

Problems or complaints related to this policy should be submitted in writing to the Director of the Seaford District Library.

Fees

- **Allen Room (Small Room):**
 - Seating for 25
 - Fee: \$35 for four hours, plus \$10 for each additional hour
- **Computer Room:**
 - Seating for 16
 - Fee: \$35 for four hours, plus \$10 for each additional hour
- **Woodruff Room (Large Room):**
 - Seating for 50
 - Adjoining catering kitchen
 - Fee: \$175 for four hours, plus \$45 for each additional hour
 - Fifteen tables available
- **Clean-up fee:** \$200. Flat Fee for all rooms.

Approved Board of Commissioners August 16, 2024