



MEETING ROOM POLICY

UPDATED JULY 22, 2025

EFFECTIVE JULY 22, 2025

The Grand Island Public Library, located centrally in Grand Island, as a variety of Meeting Rooms available for the public to use for various community meetings. Meeting Rooms are intended for groups of more than 5 people; for groups of 5 or fewer, study rooms are available on a first-come, first-serve basis. The Library does not discriminate based on age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental, or physical disability. The permission to use Library facilities and meeting rooms does not signify that the Library or the City of Grand Island endorses the policies or beliefs of the group or person using the room.

Meetings must be for purposes consistent with the objectives and goals of the Library including educational, cultural, informational community, or governmental/civic activities. Use of Library meeting room space is subject to the approval of the Library Director or Library Board.

The Library reserves the right to attend any meeting to ensure that no unlawful activities are occurring on Library premises.

This policy does not apply to events hosted or co-sponsored by the Library or The Grand Island Public Library Foundation.

TYPE OF USE

Non-Profit/Non-Commercial Use

Meeting rooms at the Library are available at no charge to non-profit groups, government agencies, and City of Grand Island departments for meetings during Library hours so long as no admission fee, vendor fee, or donation is required or received.

Commercial Use

Rates apply to for-profit groups whose events or meetings involve admission or fees or donations or to business, private individuals, or private groups. Groups may not request more than one meeting per quarter, unless approved by the Library Director.

NON-PERMITTED USES

- Any uses that interfere with the normal functions of the Library.
- Political campaign purposes other than debates with all candidates having the opportunity to participate.
- Worship services held as part of a faith's regular religious regimen and bearing no relationship to a specific civil purpose.
- Any use that violates any Library policy or local, state, or federal law.
- Private parties or events such as birthdays, weddings, funerals, showers, etc.
- Medical testing or appointments which require the collection of bodily fluids or biohazardous material

DESIGNATION OF SPACES FOR MEETING ROOM PURPOSES

The Library's meeting rooms and the children's programming room are not available for individual or unreserved use. Requests for reserved use of these areas as well as study rooms, Heritage Room, or other Library spaces for meeting room purposes are subject to this policy. Otherwise, Library spaces used by individuals and small groups

informally on an unscheduled basis are not subject to this policy and their use is covered under the Library's Code of Conduct.

FEES FOR USE

Current rental fees for the Library are provided on the Library's public website. Any fees for meeting room use must be paid in advance.

Unpaid room use fees may result in cancellation of a room booking. Delinquent or non-sufficient funds may result in suspension of room booking privileges.

MEETING PROCEDURES

To schedule a meeting room, a group representative must fill out an application online. Multiple pending bookings made by a single organization are not allowed.

Meeting rooms may be booked up to three months in advance but should be made at least 24 hours prior to intended use. Library staff should be notified at least 24 hours in advance of cancellations. Paid bookings that are cancelled less than 24 hours in advance will not be refunded meeting room use fee. In the case of special weather events or closings, the Library will follow City of Grand Island closing procedures. If the Library must close, bookings will be cancelled and arrangements will be made to rebook or refund any bookings.

Meeting rooms are scheduled on a first-come, first-serve basis, with the Library and Library Foundation programs and events taking priority. Additional furniture and AV equipment is available upon request and must be operated by a person who is trained to use such equipment. Groups must provide their own laptops for presentations connected to the Library's projectors. The Library cannot guarantee technical compatibility and groups are encouraged to check in advance.

Meetings must be held during regular Library hours and must end on time so the room can be cleared or prepared for other meetings. The meeting rooms must be vacated at least 15 minutes before closing time. The group is responsible for leaving any room used in the condition in which it was found.

Groups may serve light refreshments and request use of the Library's kitchenette. Alcoholic beverages are prohibited. The Library Foundation may apply for a special license to serve alcoholic beverages for Library Foundation events with the approval of the Library Director, and following City protocol.

Groups shall not exceed the legal posted capacity of the meeting room. It is the group's responsibility to monitor compliance with the capacity regulations. The group must refuse people admittance to the room if their entry exceeds the posted room capacity.

Depending on the scope of the event, the applicant may be required to show proof of liability insurance.

Groups using a meeting room are expected to inform staff when the meeting is finished.

Violations of this policy may result in future suspension or ban from meeting room use. Users agree to abide by all regulations of the Library relating to the use of the facilities and accept responsibility for all damages caused to be building and/or equipment beyond normal wear.

Any advertisement of scheduled meetings not sponsored by the Library must clearly indicate the sponsoring organization and contact information. Description of the meeting site is as follows: Grand Island Public Library, 1124 W. 2nd Street, Grand Island, NE.

Any group or person who has been denied use of a meeting room may appeal such a decision to the Library Board.

- Any appeal must be submitted in writing to the Library Director at least 7 days before the Board meeting at which the group or person wants the appeal to be heard.
- At the scheduled Board meeting, the applicant may have 5 minutes to present their case.

- The Board will attempt to make a decision at the meeting unless additional information is deemed necessary.

MEET-UP SPACES

When not in use for Library programs, several tables in the lobby are specifically designated for informal community meet-ups of groups involving fewer than six participants at each table. No approval is needed. General seating is available elsewhere in the Library for individual patrons. Reservations are not available unless authorized by the Library Director. The Director may delegate this authority to staff members in their various areas of responsibility. Time limits may apply depending on demand as determined by Library staff.