Meeting & Study Room Policy

Purpose

The Clearwater Public Library System maintains meeting and study room facilities to further the library’s mission by facilitating the exchange of diverse information and ideas. The primary purpose of meeting rooms is for library activities, including programs presented by library staff, the city of Clearwater, the Friends of the Library, the Library Foundation and other organizations affiliated with the library or city. When not in use by the library or one of its partners, designated library meeting rooms are available to individuals, community groups, government groups and registered non-profit organizations.

Reservation Guidelines

Meeting Rooms

Meeting Room reservations may be made via the online reservation system on the library’s web site, myclearwaterlibrary.com, under “Reserve a Room,” or by calling (727) 562-4970.

1. No group or individual may schedule a meeting more frequently than once a month per facility.
2. Meetings must be scheduled at least four (4) days (96 hours) in advance and may be scheduled up to three (3) months in advance.
3. Meeting rooms may be used during the library’s open hours only and meetings must be completed one half-hour (30 minutes) before the library closes.
4. Access to the reserved room prior to the reservation day/time and any other special requests must be arranged at the time of reservation.
5. Scheduling is not complete until the receipt of an email or phone call confirmation.
6. Unwanted reservations must be cancelled as early as possible. Three cancellations or no-shows within a calendar year will result in the forfeiture of meeting room privileges.
Study Rooms

Study Room reservations may be made via the online reservation system on the library’s web site, myclearwaterlibrary.com, under “Reserve a Room” or by calling (727) 562-4970.

1. Study Rooms may be reserved for a maximum of two (2) consecutive hours. Reservations may be extended if no one else is waiting.
2. Study Room reservations may be made up to seven (7) days in advance.
3. Study Rooms may be used during the library’s open hours only and must be vacated 15 minutes before the library closes.
4. Study Rooms will be released if a user leaves it unoccupied for more than 15 minutes.
5. All patrons must check in at the Information/Reference Desk at the beginning of their reservation.

Rules for Use

1. Patrons who arrive more than 15 minutes late, or who fail to check in at a library service desk may have their reservations released. Permission to use a meeting or study room includes ordinary use of the furniture and fixtures, electricity, and Wi-Fi.
2. Patrons needing to use the room’s audio-visual equipment must arrange for assistance at the time of reservation. Groups or individuals may check out the required accessories at the Circulation Desk with a valid PPLC library card in good standing. Current PPLC circulation policies will apply. All other items must be provided by the person or group reserving the room.
3. Three (3) cancellations/no shows within a calendar year will result in forfeiture of Meeting or Study Room privileges.
4. If you are using a room that another patron has reserved in advance you must leave when that patron arrives.
5. Study rooms not reserved ahead of time may be assigned to patrons by staff on a first-come, first-served basis.
6. Groups or individuals will be financially responsible for any loss of or damage to the furniture, fixtures, equipment and/or accessories used.
7. Any set up of meeting rooms, including moving and/or setting up tables and chairs and audio-visual equipment, must be done by the patrons using the room.
8. Per the library system’s Code of Conduct, consumption of food is allowed only in designated areas. Groups or individuals wishing to serve food in a meeting or study room must get permission at the time of reservation. Covered beverages are permitted.
9. Meeting and study rooms must be left clean and in the same condition as they were prior to use.
10. Room use shall not interfere with the normal use or operations of the library. The library retains the right to end a meeting at the sole discretion of the Library Director or his/her designee.
Policies

1. All patrons using the library’s meeting and study rooms must abide by the Code of Conduct.

2. When not in use by the library or one of its partners, designated library meeting and study rooms are available on a first-come, first-served basis, free of charge to individuals, community groups (including Homeowners’ Associations), government groups, or non-profit organizations that do not unlawfully discriminate in their membership practices.

3. Access is provided to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. However, commercial and/or for-profit persons, groups, or individuals, corporations, or other legal entities may not utilize meeting or study spaces.

4. The library reserves the right to cancel or reschedule the date, time, or location of a room reservation for any cause beyond the reasonable control of the city. The library shall not be liable for any claims, damages, losses, costs or expenses resulting from such unavoidable disruption or interruption of a meeting. The library agrees to reschedule the reservation as soon as practicable to the extent it is within the library’s reasonable control.

5. The use of all rooms must be free and open to the public. No admission fees may be charged. No products or services may be advertised or sold, and purchases or donations may not be solicited. Attendees cannot be required to supply personal information (i.e. name, telephone number) to attend any meeting held in the library.

6. With prior approval of the Library Director, educational courses may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who don't pay fees. Course registration and the collection of fees must be done by the organization prior to the event.

7. Organizations conducting business meetings or presenting programs may restrict or limit public comments during all or part of the meeting or program. However, any such restrictions should in no way interfere with the public's ability to attend, observe, or listen to the program.

8. Permission for use of a library meeting room does not imply library or city of Clearwater endorsement of the views, opinions, policies or activities of individuals, groups, or organizations using the library's facilities. Any announcement or publicity implying such endorsement is prohibited. Neither the library nor the city of Clearwater is responsible for the accuracy, use or consequence of statements made during or about such meetings.

9. The library reserves the right to impose any additional rules or regulations, whether or not expressly provided herein, which may be in the best interest of the library in the operation of its facilities and, as such, they shall be binding on the applicant/user.

10. The city of Clearwater, Clearwater Public Library System, and its employees are not responsible for accidents, injuries, loss, theft or damage to individuals or their personal property that may occur as a result of actions of sponsors or while using library meeting or study rooms.

11. The library retains the right to deny the space to any user whose planned use of the space does not comply with these terms and conditions. Failure to comply with the Meeting and Study Room Policy, or Code of Conduct, may result in loss of room privileges, immediately or in the future, temporarily or permanently, as determined by the Library Director or his/her designee. Three (3) cancellations/no shows within a calendar year will result in forfeiture of Meeting or Study Room privileges.

12. The Library Director is responsible for the administration of this policy and for establishing administrative procedures for its implementation.