

Policy for patron use of the Youth Program Room

Approved June 7, 2010; Reviewed & Revised June, 2021

1. Purpose

As the information center for our community, the Mooresville Public Library (MPL) encourages programs and activities for youth. One way the library is able to assist with this is to provide a Youth Program Room. The Youth Program Room provides the Mooresville/Brown Township community with meeting facilities specifically for groups made up of youth with adult leaders. In keeping with the library board's philosophy of free public service to the community, groups using the room may not charge admission fees or have collections for the purpose of making sales. However, organizations may charge a moderate fee to defray costs of a speaker, programs, books or materials or damage fees associated with the room. Groups are encouraged to contribute money, materials or services to the library.

The Youth Program Room is not for social gatherings, political rallies, religious services, or personal/family events. Appropriate library behavior is expected. (See Library Behavior Policy)

The Mooresville Public Library does not promote or endorse the views of a particular group, their policies or beliefs presented at a meeting held in the library's facilities.

2. Qualifying Organizations

A local group or organization whose mission is primarily geared towards youth, who is primarily made up of youth, and who serves the Mooresville / Brown Township community may use the Youth Program Room. Furthermore, the organization's meeting purpose and objective must be in the public interest and directed toward youth.

Events, such as author visits, book signings, or book sales hosted by the Friends of the Mooresville Public Library or the library are permitted.

3. General Guidelines

The Youth Program Room is available between 9:00 am and 7:45 pm on Monday through Thursday, between 9:00 am and 4:45 PM on Friday, and on Saturday between 9:00 am and 3:45 pm. The room is available on a first come, first served basis. Reservations for the room are required and need to be made at least 24-hours in advance. However, reservations for the room can only be made a maximum of three months in advance or when the library opens registration for the room. Waitlists to use the room will not be kept by the library. Priority for use of the room is first given to the library's Youth Department and is then opened up to members of the public. Groups using the Youth Program Room are guests of the library and their use of the space should reflect that understanding. Persons attending activities in the Youth Program Room are subject to all library policies.

Groups or organizations making a request for reservations must have one person as their designated representative. This representative is solely responsible for all arrangements with the library and considered responsible for following all Mooresville Public Library policies. (See section 6).

A calendar of all events and meetings will be maintained through our online Room and Events Scheduler.

The Library Director and/or Board of Trustees reserves the right to refuse the use of the Youth Program Room to any group or activity that they believe is not in concert with the guidelines outlined in the policy.

Organizations using the Youth Program Room will receive a copy of this policy and must observe this policy to use the room.

The seating capacity of the Youth Program Room is 43 persons. Seating can only be done with the tables and benches located in the room.

Each group will be responsible for setting up and returning the Youth Program Room to its original condition (A reference photo is posted in the Youth Program Room).

Smoking and alcoholic beverages are strictly prohibited on library property.

Candles or fire-lighted materials are prohibited.

There is no baby-sitting service for children in the library for those attending meetings. Children must be supervised at all times by adults responsible for their care.

The library will not be responsible for any property left on the premises.

The following uses of the library's Youth Program Room are expressly prohibited : Persons buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the library); political rallies or meetings; religious services or instruction; and personal or family events.

No items are to be attached to walls, ceiling, windows, doors, or any other library property.

Use of the Youth Program Room must not disrupt other library patrons or activities.

The Library Board of Trustees reserves the right to review and refuse any reservation requests and may demand sufficient time to make proper investigation before granting approval.

Any exception to the above General Guidelines must be approved by the Mooresville Public Library Board of Trustees.

4. Special Guidelines for the Youth Program Room

Youth groups using the Youth Program Room must be made up of youth in preschool up to grade 12 and their adult chaperones. Requests to use the Youth Program Room from groups targeted towards adults and made up of adults will be denied. Groups for adults are encouraged to use the library's Bonita C. Marley Community Room.

Youth groups using the Youth Program Room must have an adult in attendance. To further ensure the safety of the children in the room, all groups must adhere to the following breakdown for adult / children ratio:

Preschool / Kingergarten: Two adult to every 10 children. Max of 30 children.

1st Grade – 4th Grade: Two adult to every 15 children. Max of 30 children.

4th Grade – 12th Grade: Two adult to every 20 children. Max of 40 children.

Items stored in the Youth Program Room by the library are the property of the library. Cabinets, closets, and drawers are not to be opened by groups using the Youth Program Room. A library staff member will review the contents of the room with users before the room is opened to the entire group.

5. Reservations

Reservations must be made by telephone or in person at the Youth Services desk. At the time of the reservation request, the individual or group requesting the room must complete the Youth Program Room Reservation Request Form (see form). Failure to complete or to provide complete and accurate information may result in the delay or denial of the request.

Requests are considered in the order in which they are received, subject to following priority levels.

1. Library use (priority)
2. Local non-profit groups/organizations and government agencies
3. Patrons and Benefactors
4. Local businesses

The room may be reserved only by adults 18 years or older. The room may be reserved up to three months in advance with a maximum of three (3) requests per organization within a three-month period. Special permission for additional requests or consecutive usage will be reviewed by the Youth Services Librarian, the Director and/or the MPL Board of Trustees. Groups or organizations making a request for reservations must have one person as their designated representative. Failure to designate a representative may delay the reservation process or forfeit the request completely. (See section 7).

Within two business days of making the reservation request, the group representative will be notified of the request decision.

6. Cancellations

An advance notice of 24 hours must be given to the library in the event that a scheduled meeting is to be canceled. Failure to provide a 24-hour cancellation notice may result in a denial of future requests.

7. Responsibilities of Designated Representative

The designated representative of a group or organization using the Youth Program Room serves as the contact person between the library and the group. He/She is solely responsible for arrangements with the library and is considered responsible for ensuring the group follows all library policies.

He/She is responsible for providing a completed reservation request form to the library 24 hours in advance.

The group representative will be held personally accountable for any property damage that may occur as a result his or her group's use of the room. The library reserves the right to charge a fee for any needed repairs or cleaning.

8. Fees

In general, the library does not charge a fee to use the Youth Program Room. However, the library reserves the right to charge a fee for any needed repairs or cleaning, and in special circumstances, a modest fee will be charged to offset the maintenance and operating costs incurred by the library for use of the room.

The group's designated representative will be held accountable for any property damage that may occur as a result his or her group's use of the room.

9. Beverages and Food

Limited kitchen facilities are available for the serving of light snacks. The library is unable to accommodate the preparation and serving of full meals. Groups using the Youth Program Room are expected to place all trash and garbage in trash bags or receptacles provided. The area is to be left clean and in its original layout (A reference photo is posted in the Youth Program Room).

Snacks and non-alcoholic beverages may be served in the Youth Program Room, but may not be carried to other parts of the building.

Any catering service employed by a group using the Youth Program Room assumes the responsibility for the removal of all trash. For the group's convenience, the library's trash receptacle, located at the southwest end of the parking lot, may be used to dispose of the group's trash.

10. Equipment

The library is unable to provide electronic equipment to groups using the Youth Program Room at this time.

It is the responsibility of the group using the Youth Program Room to set up, arrange, and take down any needed benches and/or tables. The library and its staff are unable to assist in this matter, other than to show users how the benches and tables work. Prior to vacating the building, it is the group's responsibility to return the Youth Program Room to its original layout as shown on the reference photo is posted in the room.

The group's designated representative will be responsible for the disappearance and/or damage to any and all equipment in the Youth Program Room.

11. Lost Items or Personal Injury

The library is not liable for injuries or damage to people, property, individuals, or organizations using the Youth Program Room.