

# Reading Public Library

## Virtual Meeting Room Policy

### STATEMENT OF POLICY

Virtual meetings are available at no charge for Reading non-profit and non-commercial organizations, groups, or individuals engaged in educational, cultural, and civic activities. All virtual meetings must be open to the public for registration and attendance. Applicants for virtual meeting room privileges may not limit or discriminate admission for any person requesting admission to the meeting based on race, sex, color, creed, national origin, religious belief, disability, gender identity, or sexual orientation.

Provided eligibility requirements are met, virtual meeting rooms are available regardless the organization's, group's, or individual's beliefs and affiliations. Use of the Library's virtual meeting rooms does not imply endorsement of the group's or individual's policies, beliefs, or programs by the Reading Public Library, Board of Library Trustees or the Town of Reading.

### ELIGIBILITY

Virtual meetings are available to nonprofits that serve Reading, or Reading Residents with a valid library card provided that:

1. the meeting, event or program serves an educational, cultural, or civic purpose to the community.
2. Applicants do not charge any fees for registration or attendance.
3. meetings, events or programs are open to the public.
4. the primary clientele are Reading residents.
5. Applicants do not offer the sale of any goods or services.

### GENERAL RULES FOR USE

1. Application must be completed and submitted online by an authorized representative for the organizations, groups, or individuals ("Applicant"). The Applicant is responsible for ensuring that virtual meetings are conducted in accordance with library rules and policy.
2. The library may request proof eligibility from the Applicant.

3. Virtual meetings may be reserved up to 90 days from the application date.
4. Virtual meetings maybe reserved for up to three hours and should include a minimum of 15 minutes for set up.
5. Virtual meetings are only available during the library's hours of operation.
6. Virtual meetings must begin at least one hour before the library closes to public service.
7. Virtual meeting rooms are not available for social functions.
8. The Applicant must be over 18 and agree to be the designated responsible adult, remaining present at all times if the event involves minors.
9. All virtual meetings details and registration links will be publicly posted to the Reading Public Library's Community Event Calendar.
10. All publicity materials for non-Library meetings, events or programs must state that the program is not endorsed or sponsored by the Reading Public Library, The Board of Library Trustees, or Library staff. The Applicant may include the Library address and location, but may not use the Library telephone number or email as a contact point.
11. Reading Public Library reserves the right to revoke permission previously granted if deemed appropriate. Failure to adhere to any of these guidelines may result in the cancellation of the organization's, group's, or individual's reservation.
12. Any individual, group, or organization may be prohibited from participating in a virtual meeting in the future for violating any of the virtual meeting use provisions set forth above and on the application for use.

*Adopted: 01/11/2021*

*Revised: 08/09/2021*