



## **CHAPTER 5: PUBLIC DISPLAY, MEETING ROOMS, AND USE OF FACILITIES POLICY**

Adopted by the Board of Trustees December 1985  
Revised in October 1988; August 1992; May 11, 2000,  
April 14, 2009, March 11, 2014, October 12, 2016,  
January, 2017

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The Natrona County Public Library (“The Library”) offers the use of public displays and spaces for social, cultural, and educational displays and meetings by members of the community. The use of “The Library” facilities must comply with the Natrona County Resolution No. 10-16, Conduct Rules/County Facilities, dated April 19, 2016 which is attached to this policy.

### **1. Displays**

The following rules apply to all non-Library sponsored displays in “The Library” facilities:

- A. Displays will not be accepted which are politically partisan, illegal or promotion for monetary gain.
- B. Appropriateness of displays will be determined by the Circulation Manager. In the event questions arise or if the Circulation Manager is unavailable, either the Public Services Administrator or the Director will make a determination. Should questions remain; the final decision will reside with The Library Board.
- C. Permission for a display will not be granted if the display interferes with the proper functioning of “The Library.” Examples might be displays with sound, moving parts, or those of an unusual size.
- D. “The Library” will determine the areas for displays.
- E. Groups sponsoring displays must prominently post their organization’s name, a telephone number, and the name of a person to contact for further information.
- F. “The Library” will not accept any responsibility for theft or damage to displays.
- G. It will be the responsibility of the group or individual sponsoring the display to maintain the display in an acceptable condition.
- H. Displays will be removed on the agreed date.
- I. Failure to comply with Library polices could result in the revocation of display privileges.

## 2. Bulletin Boards

“The Library” will post information regarding events of a civic, educational or cultural nature within the limitations of available space at the discretion of the Circulation Manager. If space permits, community service organization events may be posted if their proceeds benefit the community. Announcement of events advocating a partisan point of view will not be posted on Library premises.

## 3. Meetings

Meetings and assemblies shall be consistent with Natrona County Conduct Rules/County Facilities.

The following rules apply to all non-Library sponsored meetings and use of the Meeting Spaces:

- A. All meetings shall be free and open to the public. No solicitation of funds shall occur on Library premises, except in the event of library-sponsored events/activities.
- B. Meetings shall not conflict with Library sponsored programs.
- C. Meeting space is available to non-profit organizations for educational, cultural and other meetings of interest to the general public. For-profit organizations may use the room for staff training, interviewing and staff activities and for public information, but not for sales or solicitation. The meeting shall not include activities of a politically partisan or illegal nature or promotion for monetary gain. Activities of a questionable nature will be referred to the Director or Library Board for a final decision.
- D. The Library neither approves nor disapproves of content, topics, subject matter or points-of-view of individuals or groups using the meeting room. Permission to use The Library does not constitute an endorsement by The Library for a group’s product, service or program. In issuing any publicity, Non-Library organizations will not infer that their program is sponsored or co-sponsored by “The Library.”
- E. The Library reserves the right to refuse the use of meeting space by any group.
- F. The Crawford Room requires an application.
- G. Reasonable fees may be assessed for use of rooms.

#### 4. Use of Outdoor Space

- A. "The Library" is surrounded by public sidewalks on all sides. The sidewalks nearest the city streets (those bordering 2<sup>nd</sup>, Beech, and Durbin Streets) are all property of the City of Casper, and the use of City sidewalks is governed by and primarily monitored by the City.
- B. Sidewalks that border "The Library" which lead to the parking lot are the property of Natrona County and the use of those sidewalks is governed by this policy and is primarily monitored by library staff.
- C. The County sidewalks at The Library are defined as traditional-public forums, as defined in Natrona County Resolution No 10-16, which reads in part:

*"traditional-public forum" – a public area traditionally used for assembly, debate, discussion and other expressions of free speech as the Courthouse steps, sidewalks around public facilities, and parks."*

- D. "The Library" waives Natrona County Resolution No 10-16's Public Forum Permit requirement at "The Library", and instead places the following requirements on those wishing to use the sidewalk as a public forum:
  - 1) Use of County sidewalks at "The Library" is limited to those areas indicated on the facilities map (attached);
  - 2) Each of the two areas on County sidewalks at "The Library" is limited to one individual/group/organization at a time;
  - 3) Use of the County Property sidewalks "The Library" is available on a first-come, first-served basis;
  - 4) Users are required to stay within one of the designated areas. While they are welcome to initiate conversation, users are specifically prohibited from harassing and/or physically approaching patrons as they enter and/or exit "The Library;"
  - 5) Users are NOT to set up tables/chairs on the grass;

- 6) Users are reminded that there are times when other regulations and/or laws supersede our policy. (i.e.: When The Library is being used as a voting/polling location, regulations for polling sites as set forth by the Secretary of State take precedence.)
- E. All other sections of Natrona County's Resolution 10-16 remain in effect for those using THE LIBRARY property, including but not limited to "Activity prohibited on traditional-public forums" and "If a person violates the Natrona County Public Forum Rules" sections.