



Policy: The mission of Reverdy C. Ransom Memorial Library is to fulfil the responsibility of being a link in local and state information programs and to make unique or unusual information resources accessible to the outside research community. In support of this mission, the Library makes two meeting rooms and the area directly in front of the open stack/study area available to community and non-profit groups and organizations for meetings that are educational, cultural or civic in nature. Reservations for meeting room space are on a first-come, first-serve basis.

Procedure:

Reservations for meeting room space are on a first-come, first-serve basis. All meetings and events must be free of charge and open to the seminary community. The use of the facilities shall be in accordance with the policies and procedures set by Academic Services and the Business Office at Payne Theological Seminary.

In allocating the use of meeting rooms, the Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. However, the provision of meeting room space is not the primary mission of the Library, and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study.

All groups seeking to use a meeting room shall complete, submit and, at the request of the Director of Library Services, an online meeting room application on a form approved by Academic Services. Such a form shall incorporate by reference this policy and shall recite that the applicant group has received a copy of this policy and agrees to abide by the terms and conditions of this policy. A meeting room application form needs to be completed and submitted 4 weeks prior to the meeting. The application form is to be submitted by the person responsible for the use of the room. Applications are available at library.payne.edu.

Permission to use a Library meeting room does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting. Library programs and events take precedence over external group events.