



St. Tammany Parish Library Board of Control

Resolution No. 26-021

Resolution to Amend the Meeting Room Policy

July 27th, 2026

SPONSOR: Mr. Branton

WHEREAS, the St. Tammany Parish Library Board of Control recognizes the importance of maintaining meeting room policies that support lawful public use of library facilities while preserving normal library operations and public access; and

WHEREAS, the Board of Control finds it necessary to clarify application requirements, sponsorship restrictions, and fee provisions relating to use of Library meeting room facilities; and

WHEREAS, the Board of Control further recognizes the need to ensure compliance with applicable Louisiana law governing the use of public resources and public property for political purposes, including La. Const. Art. VII, §14 and La. R.S. 18:1465; and

WHEREAS, the Board of Control has also considered revisions relating to the prohibition of alcohol use within Library meeting room facilities in order to maintain appropriate operational standards within Library facilities; and

WHEREAS, the proposed revisions will promote consistent administrative oversight, operational flexibility, and uniform application of meeting room procedures throughout the Library system;

NOW THEREFORE BE IT RESOLVED that the St. Tammany Parish Library Board of Control hereby amends Section 203, Meeting Rooms, of the St. Tammany Parish Library Rules and Regulations Manual with the revisions attached hereto and incorporated herein as follows:

ADMINISTRATIVE OFFICE
1112 WEST 21ST AVENUE COVINGTON, LA 70433
PHONE: (985) 871-1220 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

SOUTH SLIDELL (985) 781-0099



Section 203. Meeting Rooms

A. Purpose of Meeting Rooms

The primary purpose of library meeting rooms is to provide space for library meetings and programs that promote the mission of the St. Tammany Parish Library. When the rooms are not being used by the library or its affiliate groups, they will be available for use by other groups for lawful, non-commercial uses.

B. Accepted Uses

St. Tammany Parish Library meeting rooms may be used for: educational, governmental, cultural, intellectual, community meetings, forums, presentations, and similar activities.

C. Unacceptable Uses

St. Tammany Parish Library meeting rooms may not be used for:

1. Any purpose that interferes with the operation of the library.
2. Programs involving sales, advertising, solicitation of goods and services, or promotion of commercial products or services, except for book sales by Friends of the Library group and Library sponsored programs such as book signings.
3. Social gatherings such as company parties, family reunions or birthday parties. Weddings and wedding receptions are also not allowed.
4. Any illegal acts.
5. Any gaming activities such as bingo, card clubs or the like.
6. Legal depositions

D. General Provisions, Rules, and Policies

1. All meetings shall be open to the public.

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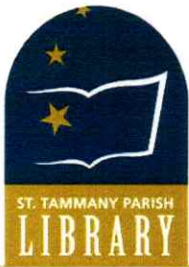
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2. Any use of the St. Tammany Parish Library meeting room that is contrary to the mission of the library is strictly prohibited.
3. Money or anything of value cannot be exchanged as an attendance fee or inducement to attend an event in the St. Tammany Parish Library meeting room. This includes before, during, or after a meeting, both on and off of library property.
4. All weapons and tobacco products are strictly prohibited on library property. Alcohol is prohibited, ~~except in specifically approved library functions approved by the Library Director.~~
5. Meeting rooms are only available during normal library hours. All meeting rooms must be cleared 15 minutes prior to library closing time. Exceptions may be made at the discretion of the Director upon receiving a written request from affiliated groups and occasionally for non-affiliated groups in special circumstances.
6. Set up of meeting rooms may not occur until the regularly scheduled opening time. Exceptions may be made at the discretion of the Director.
7. Normal operation of the library is not to be disrupted by users of the meeting room.
8. ~~Meetings will not be publicized in a manner that suggests library sponsorship or affiliation. The library does not disseminate information for non-library sponsored meetings or sign up participants for non-library sponsored meetings. Exceptions may be made at the discretion of the Director for information from affiliated groups for inclusion on the STPL website.~~ Meetings or activities shall not be publicized, conducted, or represented in any manner that suggests library sponsorship, endorsement, affiliation, or participation. The library does not disseminate information for non-library sponsored meetings or sign up participants for non-library sponsored meetings. Exceptions may be made at the

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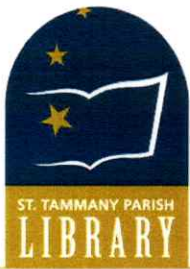
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discretion of the Director for information from affiliated groups for inclusion on the STPL website.

9. Meeting rooms will be reserved only to adults. Youth groups are welcome to use the meeting rooms if a responsible adult reserves the room and supervises the group at all times.

10. Chairs and tables are available for meeting room use. It is the responsibility of the group using the meeting room to set up or take down chairs and tables. Library staff cannot assist with this task.

11. Groups are welcome to bring their own equipment. A drop down screen is available in the meeting rooms at the Slidell, South Slidell, Causeway, Madisonville and Covington Branches. All meeting rooms have a dry erase board available.

12. Meeting rooms shall be left in an orderly condition. All furniture shall be put back in its original position. All trash must be removed from the meeting room before the group leaves.

13. Materials are not to be attached to walls, windows, doors or furnishings.

14. A responsible group member will take a headcount of all persons in attendance. The headcount should be given to a staff member at the circulation desk so the number can be recorded for administrative purposes.

15. Any breakage or damage to library building or property shall be paid for by the group using the meeting room. The person signing the meeting room application will be held responsible.

16. Failure to comply with meeting room policies and rules will result in the immediate termination of meeting room privileges.

17. The Library may assess fees for certain uses of meeting room facilities, including but not limited to political, promotional, private, or other non-traditional uses as determined by Library administration.

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18. Applicable fees shall be established administratively based upon estimated operational and administrative costs associated with meeting room use and shall be applied uniformly.

19. Use of meeting rooms for political purposes shall require payment of applicable fees in accordance with La. Const. Art. VII, §14 and La. R.S. 18:1465.

20. Additional reasonable conditions related to meeting room use may be imposed by the Library when necessary to protect Library property, operations, or public safety.

21. Fee schedules and related administrative procedures may be established and revised as necessary for implementation of this policy. The current approved fee for political or other non-traditional use of meeting room facilities shall be \$30 per hour, assessed in one-half hour increments.

E. Reservation of Meeting Room

Meeting rooms are scheduled on a first-come, first-served basis. Meeting rooms are for groups of 5 or more.

An application is made on the form provided by the library and is submitted by a primary representative of the applicant group. This representative is responsible for the conduct of the group and adherence to meeting room rules as well as payment of any fee associated with the use of the meeting room. Applications must accurately describe the nature and purpose of the proposed meeting or activity. Use of library meeting rooms for political purposes without payment of applicable fees is prohibited pursuant to La. Const. Art. VII, §14 and La. R.S. 18:1465. Applications involving political purposes shall be identified as such on the application form and shall be subject to applicable fees and requirements established by the Library.

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An inquiry of availability or completed meeting room application does not constitute a reservation. A room is reserved only after the Branch Manager has approved the application in writing.

Applications shall be made no further than sixty (60) days in advance, or no later than three (3) working days before the meeting date.

Meeting room use by non-library sponsored groups is for specific events rather than for regularly scheduled, ongoing meetings, except for affiliated groups at the discretion of the Director

F. Cancellation of Meeting Room Reservation

Library staff shall be notified of meeting cancellations by the representative of the organization.

The library reserves the right to cancel reservations if the room is needed for library programming. The Library will make every effort to avoid cancellations but does reserve that right.

Meeting room use may also be canceled with no notice due to circumstances beyond the library's control including inclement weather, acts of God, vandalism, or needed emergency repairs.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by C. Branton and seconded by G. Baham,

YEAS: Baham, Burke, Myers, Petrie, Thanars, Thompson, Branton

NAYS: 0

ABSENT: 0

ABSTAIN: 0

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AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 27th DAY OF JULY 2026, AT A REGULAR MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.



Charles Branton, Board President

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