



## Henderson County Public Library Meeting Room

### **Purpose and availability**

The library has two meeting rooms that are primarily intended to provide space for library-sponsored activities and programs that help the library fulfill its mission. This will always be the first priority, and the library always reserves the right to alter the meeting room schedules according to the library's needs. When not in use by the library, the meeting rooms may be used without charge by the general public for civic, cultural, informational, or educational programs or meetings. The meeting room facilities are available during the library's regular hours of operation only. All meetings must be concluded and any clean up necessary must be completed by the library's scheduled closing time.

### **Appropriate use**

All meetings must be open to the public and free of charge. Solicitations, promotions, sale of items, or any other activities that result in direct profit, unless sponsored by the library, are prohibited.

### **Rules of conduct**

The individual who reserves the room will be responsible for ensuring adherence to the following rules. Failure to comply with these rules and regulations may result in denial of future requests to reserve the meeting rooms.

1. All attendees must abide by the Library Behavior Policy.
2. Programs or meetings may not disturb the use of the library by other patrons.
3. Meeting rooms should be left in the condition as they are found.
4. Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms before or after use without prior approval from the Library Director.
5. No tacks, nails, or adhesive tape are to be placed in or on doors, walls, or furniture.
6. Young children should not be left unattended while adults are attending meetings.
7. Smoking, alcoholic beverages, controlled substances, and open flames are prohibited.
8. An adult over the age of 18 must be present and in charge at all times.
9. No games or activities which will damage the grounds, building, furnishings, or equipment will be permitted.
10. Each group is responsible for notifying the library of a cancellation at least 24 hours before its scheduled time.

### **Damage and cleanup**

The sponsoring group or individual who reserves a meeting room assumes all responsibility for damage to library property and for leaving the premises in the condition in which it was found, including the arrangement of furnishings and the cleanup of trash. Any library property, equipment or items on exhibit lost, stolen, or damaged shall be replaced or repaired to the satisfaction of the Library Board by the group using the facilities at the time. A minimum fee of \$100.00 will be assessed for excessive cleanup. Damage to the facility will be billed to the group or individual responsible for the room and could result in restriction from further use.

### **Description of meeting rooms**

The library has one large and one small meeting room available for use. The large room, called the multi-purpose room, is 38' x 22', 836 square feet. There are various tables and chairs available for use with this room. It is suggested that no more than 75 persons be seated in this room. A comfortable meeting in this room would seat no more than 50 persons. Nonalcoholic beverages and light refreshments may be served in this room.

The small room, called the upstairs meeting room, is 23' x 23', 529 square feet. There are two long tables arranged in a "T" shape. Seating is available in this room for 25 persons. Food or beverages may not be served in this room.

### **Reservation process**

A Meeting Room Reservation Form must be completed and filed for each meeting that is to be held. One person from the organization shall be responsible to the library for the group's use of the meeting room. Applicants must be at least 18 years of age. The reservation form must be approved before use of the room is granted. Requests to reserve the meeting rooms may be made in person or online, and the reservation form must be completed and returned for the meeting room to be reserved. Reservations for specific dates will be taken on a first-come, first-served basis, based on the date the reservation form is submitted for approval. Requests for assistance with meeting set up (including assistance from the Technology Administrator) and use of library equipment must be made at the same time as the reservation.

The Library Director reserves the right to reject a reservation request if the anticipated meeting is inconsistent with the terms of this policy. No group may reserve the meeting rooms for longer than two days in succession without prior approval from the Library Director. The library reserves the right to cancel a meeting at any time for operational reasons, inclement weather, or emergencies, or to reassign a group from one meeting room to the other. Any false or misleading statements or information on the Meeting Room Reservation Form shall be grounds to prohibit use of rooms by the applicant group.

**Disclaimers**

In allowing a group to use a meeting room, the Library Board and library staff do not imply any endorsement of the group's beliefs, policies, or programs. When publicizing a meeting, no group shall state or suggest that the library, the Library Board, or the library staff sponsors or endorses the meeting, the group, or any particular set of ideas.

Groups may identify the library and provide its address in their publicity for the meeting, but may not invite potential attendees to contact the library. The name, address, or phone number of the library may not be used as the official address/headquarters of an organization. The library assumes no liability for injury to people, damage to their property, or loss of property belonging to individuals or groups using the library's meeting rooms.

This policy is not all-inclusive; approval of individual meeting situations not described within this policy will be determined by the Library Director.

Adopted by the Henderson County Public Board of Trustees: May 13, 2010

Reviewed and amended: November 28, 2012

Reviewed and amended: February 11, 2016