

Henderson County Public Library
Meeting Room and Facilities Use Policy

Library-sponsored activities are given priority in scheduling the use of the facilities. 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 and meetings.

An adult over the age of 18 must be present for the duration of the meeting and will be responsible for ensuring the whole group adheres to this policy. Failure to comply with these rules and regulations may result in denial of future requests to reserve the meeting rooms.

Rules for use

- Groups and individuals may not charge a registration fee, accept donations or offerings, or sell tickets for an event held in library spaces.
- Meetings and events held in library facilities must be open to the public.
- Groups and individuals wishing to use library facilities for purposes other than civic, cultural, informational, or educational programs and meetings will be assessed a \$250 rental fee.
- All attendees must abide by the Library Use Policy.
- Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms by any group or individual.
- Children under the age of 12 cannot be left unattended in another part of the library while their parent or guardian is attending a meeting or event.
- Alcoholic beverages are prohibited.
- Open flames are prohibited, except when used as part of a chafing dish by a caterer.
- Groups may not use the library mailing address or phone number as the official contact information for their organization or event.
- Groups that wish to schedule a regularly recurring meeting must get Director approval.

Available Spaces

The Pittsburg Tank and Tower Event Suite is on the 2nd floor of the Preston Family Foundation Annex and offers three meeting rooms that can be transformed into one large event space. Meeting Rooms A and B do not have access to the catering kitchenette. The event suite is available after hours with prior approval from the Library Director. The rest of the library is not accessible after hours.

The Board Room is on the 2nd floor of the original Carnegie building and is available during regular business hours. No food or drink is permitted in this room.

Private study rooms are on the 1st floor of the Preston Family Foundation Annex and are available during regular business hours to groups of four or fewer.

Meeting set up and clean up

The group is responsible for setting up tables and chairs. Groups should include time to set up before and to clean up afterward when making a reservation. Spills should be reported to the facilities team immediately. Before leaving, trash should be taken to the dumpster, tables and chairs should be wiped down, and the refrigerator should be emptied. If glitter or confetti is used, the group must vacuum.

A fee of \$250 will be billed to the responsible party if the meeting room is left in disarray. Groups who habitually do not clean up after themselves may be banned from using the facilities.

Damages

Damaged library equipment or furniture should be replaced with an exact replacement or Board-approved substitution by the group or individual responsible for the room. Damage to the library facility, furnishings, or equipment could result in restrictions from future use.

Disclaimers

Allowing a group to use a meeting room does not imply endorsement of the group's beliefs, policies, or programs by Henderson County Public Library, its Trustees, or its employees. 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.

The library assumes no liability for injury to people or damage or loss of personal property belonging to people using the library's meeting rooms.

This policy is not all-inclusive; the Library Director will determine approval for individual meeting situations not described within this policy.

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

Reviewed and amended: November 28, 2012

Reviewed and amended: February 11, 2016

Reviewed and amended: March 11, 2021