

MEETING ROOM POLICY

The library's meeting room was designed to be used for the library's own programs. When it is not needed for library activities, it may be available for use by Fayette County based non-profit community groups. The Library Director has the authority to determine who may or may not use the room.

1. Organizations and meetings must be non-profit and non-commercial. In this reference, no buying, selling, promoting, or advertising of services except in support of the Library or in conjunction with Library programs shall be allowed. No admission may be charged. Groups may use the meeting room both for private meetings or for programs for the general public; however, the library staff must have access to the room at all times. Often Library programming needs have been denied because the room has been reserved by other groups. Therefore, the room may not be used for private social events such as birthday parties, wedding showers, baby showers, family reunions, etc. Use of the room is free of charge if no refreshments are served.
2. A fee of \$15.00 will be charged whenever food or beverage is served. Food is limited to non-alcoholic beverages and light refreshments; no cooking of food is permitted on the premises.
3. The needs of the Library take precedence over other groups. The Library reserves the right to cancel meetings without notice in event of emergency such as weather related closing or unsafe building conditions. If applicable, the \$15.00 fee will be refunded if the library cancels an event.
4. The Library should be notified as soon as possible if a meeting has been cancelled. If applicable, the \$15.00 fee will be refunded if a group cancels its meeting at least 48 hours before the event.
5. Groups of children are welcome to use the room, but application must be made by an adult 21 years of age or older, and adult supervision of the group must be maintained at all times.
6. Use of the meeting room by a non-library group does not imply Library endorsement or sponsorship and shall not be publicized in such a way as to imply Library endorsement or sponsorship. The name, address, and/or the telephone number of the Library may not be used as contact information.
7. The meeting room shall be available between the hours of 10:00 a.m. and 9:00 p.m. Monday through Thursday; 9:00 a.m. and 5:30 p.m. on Friday; and 9:00 a.m. and 5:00 p.m. on Saturday when the Library is open. Groups using the room must be out of the room by the designated time. One half hour will be scheduled between any two meetings in the meeting room. Groups are responsible for ensuring that the room is restored to its original condition and vacated before the next scheduled meeting. Meeting room use must not interfere with the normal operation of the Library.

8. A group may schedule no more than one evening or Saturday meeting per month. Additional meetings for weekdays before 5 p.m. may be scheduled with the permission of the Library Director. Requests to reserve the room may be submitted in writing no more than three months in advance.
9. No more than forty persons may be in the meeting room at one time.
10. Adults bringing children under the age of 12 to a meeting must keep the children with them in the meeting room. Unsupervised children may not be left in the corridors or in the library.
11. The following equipment is available for use in the meeting room: tables, chairs, VCR, TV, slide projector, projection screen mounted in the ceiling, lectern, easel, overhead projector, heavy duty extension cord, and projection cart.
12. The meeting room and kitchenette must be left clean. The Library will provide large waste cans and plastic bags as well as dispose of bagged refuse. The Library reserves the right to charge for any special cleaning required as a direct result of the group's use.
13. An application form must be filled out and returned, with the \$15.00 fee if available, no later than 48 hours before the event. Exceptions may be made to this time limit at the discretion of the Library Director if the form is filled out in person. Reservations made by phone will be tentative until the Library receives the completed form.
14. No smoking or alcoholic beverages are permitted.
15. No open flames or burning materials (ex. candles, incense) are permitted.
16. Any decorations are to be put only on the tables or wall hangers, not attached to walls or pictures.
17. Groups will be responsible for setting up and restoring the room to its original condition and ascertaining that all lights are turned off before leaving the building. A representative of the group will sign a written statement (Application form) assuming financial responsibility for any damage. Damage or misuse of facilities could result in forfeiture of future use.
18. The Library is not liable for injuries or damage to property of individuals or groups using the meeting room.
19. No animals, with the exception of an assistance animal accompanying a disabled person, shall be brought into the Library without prior Library Board approval.

20. Individual groups or organizations reserving the meeting room assume full responsibility for providing and paying for special needs that are requested by participants in accordance with the Americans with Disabilities Act.
21. The small conference room of the Library shall be available for use by patrons of the Library for general consultation and for tutoring of students. It shall be made available on a first-come, first-served basis during library hours.

Approval Date: November 2006

Revised Date: August 9, 2016