

Drafted March 31, 2010

Reviewed December 17, 2013; September 18, 2017

Approved April 22, 2010; December 17, 2013; September 18, 2017

### **Meeting Room Policy**

Boone County Public Library's meeting rooms are made available to the public on an equal first come basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Library sponsored activities take precedence over non-Library uses of the meeting room. Permission to use the Library facilities does not, in any way, constitute an endorsement by the Library of the group or the group's beliefs.

### **Terms and Conditions**

1. Boone County Public Library cardholders 18 years of age, and in good standing, may reserve the meeting room by submitting a Meeting Room Application. The cardholder is considered the official representative of the group, shall be responsible for seeing that Library policies are observed and communicated to the group. Teenage and children's groups shall have an adult sponsor, at least 18 years of age, present during the entire meeting.
2. Any fees for damages or cleaning shall be charged to the applicant's Library account. In order to limit issues with computer compatibility and/or damage, **only** library equipment (laptops, projectors, etc.) should be used in the meeting rooms.
3. Meeting rooms are booked on an equal first come, first served basis. Reservations should be made at least 24 hours prior to the meeting. Reservations may not be made more than two [2] months in advance. An organization may schedule no more than three reservations in thirty [30] days. Exceptions may be made for government agencies and library organizations. Reservation requests are not final until confirmed by library personnel.
4. The Library reserves the right to change or cancel any meeting if circumstances at the Library so demand, including room reassignment based upon size of the group. The Library reserves the right to reject any application if it is determined the group has abused its past meeting room privileges.
5. Meeting rooms are only available during the Library's normal hours of operation. All meetings must conclude 30 minutes prior to Library's posted closing time.
6. Groups using the Library meeting rooms shall be required to indemnify and hold harmless the Library, its board of directors, and staff from any and all claims or actions attributable to the use of the Library facilities.
7. Groups shall hold harmless and indemnify the Boone County Public Library District, its Board of Trustees, and staff from and against any and all liability which may be imposed upon them for any injury to persons or property caused by that organization or any person in connection with that organization's meeting.
8. The Boone County Public Library District, the Board of Trustees, and staff, collectively and individually, are hereby released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.
9. Meeting rooms are not available for sports/athletics practices or personal or private parties such as birthday celebrations, showers, or receptions.

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10. The meeting rooms shall not be used for any unlawful purpose and meetings shall not disturb normal Library function. All meetings shall adhere to [Boone County Public Library Standards of Public Conduct Policy](#).
11. Room setup and tear down is the responsibility of the group using the room. The group is expected to return the room to its original condition. Chairs are to be returned to carts and tables clean. Library staff will return equipment to storage. A vacuum will be supplied if needed to help with clean up. Excessive amounts of garbage (beyond the capacity of the trash receptacles in the room) must be removed by the room user to outside trash receptacles.
12. Only non-profit organizations or educational institutions offering approved classes or seminars may be permitted to charge a fee. Advance approval is required. No products or services may be advertised or sold, and purchases or donations may not be solicited.
13. Alcoholic beverages or tobacco products shall not be served, used, or consumed on library grounds.
14. Groups reserving the meeting room shall not use the Library's name, logo, or address in any way that indicates Library sponsorship of their event. This does not apply to events that the Library agrees to co-sponsor.
15. All flyers, notices, signs, advertising and/or postings of meetings shall not in any way state or imply that the Library endorses or supports the meeting or the subject being discussed at the meeting.
16. The Library reserves the right to approve flyers, notices, signs, advertising or postings of meetings for conformity with paragraph 15, above.
17. Groups may not attach or affix anything to walls, doors, or removable partitions in any library facility without prior permission from the Library.
18. The Library is unable to store personal property, materials, equipment and/or supplies between meetings.
19. A violation of this policy may result in the inability to use the Library meeting rooms in the future. This decision shall be left to a determination by the Director of the Boone County Public Library.

### **Fines and Fees**

The Library strives to make meeting room spaces available at little or no charge. Most spaces are available free of charge, however there are times when fees apply. The following are standard fees for the reservation of the Library's large combined rooms.

#### ***Main Library***

Combined Room ABC-- \$25/4-hour reservation fee

#### ***Scheben Branch***

Combined Room AB--\$25/4-hour reservation fee

### **Fines**

Fines are assessed if the room is left in an unsatisfactory condition or if there is damage to library property. The cardholder who submitted the reservation will be contacted at the time the fee is added to their account. These fees are subject to the same rules as other Library fees for late or damaged materials.

#### ***Cleaning Fine***-\$75

***Damage Fine***-damage to Library property or equipment will be assessed at full replacement or repair value, not less than \$75.