

Meeting Room Policy

The Metcalfe County Public Library (MCPL) offers its patrons access to information through education, cultural, communication, and recreational enrichment. As part of this service to the community, MCPL maintains meeting room space available on a limited basis subject to the regulations below.

The meeting rooms are intended primarily for library activities. When the room is not in use by MCPL, it may be used by other organizations. Meeting rooms are available free of charge for educational, cultural, or community service events that are open to the public and not conducted for profit. Private events such as parties, showers, and other personal gatherings will incur a rental fee. The Library does not permit meetings held primarily for sales or profit; however, the sale of materials or items directly related to a program or presentation (such as book signings or speaker merchandise) is allowed.

The following meeting rooms are available for reservation by the public:

- Community Room (maximum occupancy 67)
- Small Conference (maximum occupancy 8)

Numbers of attendees shall not exceed the posted maximum occupancy of the room.

1. Meeting rooms shall be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use.
2. Use of the Library meeting rooms by a group or individual does not in any way constitute an endorsement of the group's policies or beliefs by the Library, its Board of Trustees or staff. All publicity shall carry the name of the organization sponsoring the program. Except as a designation of location, the name of the Library may not be used in any publicity. The Library shall not be identified or implied as a sponsor without the specific written consent of the Board or the Library Director. Publicity materials should contain this statement: *"This program is not sponsored or endorsed by the Metcalfe County Public Library. The library is serving only as the location for this event."*
3. The Library's meeting rooms are primarily intended for the Library's use and for programs sponsored or co-sponsored by the Library. Use of the meeting rooms by the Library takes precedence over all outside requests.
4. The Library reserves the right to cancel meetings for operational reasons or if an emergency exists. Groups must notify the Library of a cancellation of a meeting at the earliest possible date.
5. Fees charged for the room are as follows: a maximum of five hours for a fee of fifty dollars. If food or drinks are served, a refundable cleaning deposit of twenty-five is required. A clean-up checklist will be provided with the form.

6. Decorations are permitted but cannot be hung from fixtures. No tape or adhesive of any type may be used on the walls or ceiling. Decorating and removal of decorations must be accomplished within the time period reserved.
7. MCPL is not responsible for materials or equipment brought into the Library.
8. All meetings/events are asked to sing in with the total number of people who attended.
9. Meeting rooms are available during posted library hours. Meeting rooms must be vacated fifteen minutes prior to closing time unless prior arrangement has been made.
10. Patrons must fill out a reservation request form each time a room is reserved. Completed and signed forms must be received in order to confirm a room reservation. Reservations must be made at least 24 hours prior to the meeting but not more than six months in advance. At the Library's option, usage of meeting rooms may be granted with less than 24-hours' notice. Staff will conduct an orientation with persons wishing to rent the Community Room after regular business hours.
11. Because of heavy usage of the meeting rooms, and in order to ensure room availability to meet this demand on an equitable basis, no organization may schedule the use of the meeting room on a continual basis for more than three months. It may be rebooked at that time if the time slot is still open.
12. Individuals booking the meeting room must be at least 18 years of age. At each meeting, at least one adult (aged 18 or older) will be present who is responsible for the participants' conduct.
13. The use of open flames or candles in the meeting rooms is prohibited.
14. The following uses of Library meeting rooms are not permitted:
 - a. Activities likely to disrupt regular Library operations.
 - b. The promotion of illegal activities. Meetings and individuals must conform to local laws or ordinances.
15. No conduct disturbing regular library use or infringing on any library rules is permitted. The individual who signs the meeting room request is responsible for the supervision of the group.
16. All groups are expected to leave the room clean and as they found it. Groups shall be responsible for all damage. If damage occurs or if there is evidence of misuse or abuse, then charges may be assessed the Library may assert legal remedies, and future use of the meeting rooms may be denied. Any group using a meeting room shall indemnify and hold harmless Metcalfe County Public Library, its Trustees and staff, from and against any and all claims whatsoever arising out of the group's acts or use of a meeting room. Abuse of the meeting room or failure to adhere to Library policies may result in loss of meeting room privileges.

IN CASE OF ANY EMERGENCY WHEN USING THE COMMUNITY ROOM, DIAL 911.

Responsible Party (please print)

Phone Number (please print)

Dates of Meeting(s)

Meeting Times

I understand the policies for use of any meeting room of the Metcalfe County Public Library. I understand that our use of the meeting room may be cancelled if these policies are not followed. (sign & date above)