

Livingston-Park County Public Library Meeting Room Policy

This policy refers to the Bev Steveson Meeting Room on the lower level of the Library. The Teen Room is not a public meeting space.

The Livingston-Park County Public Library provides meeting room space for Library sponsored and co-sponsored programs, and for other meetings and programs of an informational, educational, cultural or civic nature.

The Library supports the principles set forth in the American Library Association Bill of Rights (1996), which states:

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Consequently, use of the meeting room does not imply endorsement, support, or co-sponsorship by the Library of the interests or beliefs of groups using the meeting room. Groups scheduling the meeting room may not imply in any advertising or publicity that their program is sponsored or endorsed by the Library.

All meetings and programs held in the meeting room shall be free of charge to those attending with the exception of professional workshops and seminars requiring a tuition fee to cover the cost of materials and instruction. Organizations using the Meeting Room may request donations or sell materials such as books or CDs that are related to the program presented, but failure by an individual to make a donation or a purchase may not prohibit attendance at the event.

The Meeting Room is available on a first-come, first-served basis. However, the Library reserves the first right of use for Library sponsored and co-sponsored programs.

Reservations for the Meeting Room must be made in advance at the Circulation Desk and must be confirmed by completion of a Meeting Room Agreement. Reservations may not be made more than eight weeks in advance.

Use of the Meeting Room by non-profit organizations shall be free of charge, but donations to assist the Library in covering the costs of providing this service will be gratefully accepted. A fee of \$50.00 for each period of three hours (or less) will be charged for commercial or personal use. All groups using the Meeting Room will be required to provide a \$25 deposit upon making the reservation. This deposit can be returned if the room is left in good condition. Groups regularly using the room may choose to keep their unused deposit on file for up to 5 months. Any cleaning needed to

return the room to pre-use condition will be taken from this deposit amount. Additional fees may be assessed for excessive abuse of the room or intensive cleaning when needed. Groups will be charged for damage to the Meeting Room or its furnishings.

Light refreshments may be served, but any beverages, condiments, dishes, or utensils required must be provided by the group using the Meeting Room. Food preparation is limited to the kitchenette alcove. A 36-cup coffeemaker is available for use. Alcoholic beverages are not allowed.

Each group using the meeting room is responsible for

- setting up and storing chairs and tables
- operating the equipment needed for the program being presented
- disposing of refuse and leaving the room in order
- ensuring that outer doors are locked upon leaving
- ensuring that all participants have left the building, if the program concludes during hours when the Library is normally closed

Storage for the property of organizations using the Meeting Room is not available. The Library shall not be responsible for lost or damaged materials belonging to groups using the Meeting Room.

Young children may not be left unattended in the Library while parents attend meetings. *(Please see Section III, Safe Child Provisions, of the Library's Customer Services Policy for additional information on children in the Library.)*

Smoking is not permitted in the Library.

Groups wishing to schedule the Meeting Room during hours when the Library is normally closed must schedule their meeting with the Library Director or Head of Circulation. A key to the outside Meeting Room door is available for groups using the room when the Library is closed. Requesting the exterior door key obligates the individual signing the Meeting Room Agreement to pay the installed replacement costs of locks and keys, if the key is lost. The Meeting Room key must be picked up at the Circulation Desk the day prior to the scheduled event and returned on the first day that the Library is open following the event. Keys must be returned to, and signed for by, a Library staff person. Keys returned late will result in the group being barred from use of the meeting room for 90 days.

The Library Director may deny permission to use the Meeting Room to any group that violates the conditions of the Meeting Room Agreement or disrupts Library service with excessive noise or disorderly conduct.

Revised and Approved: October 20, 2011

Keys returned to
(staff signature) _____
on (date) _____

Livingston-Park County Public Library Meeting Room Agreement & Application

Meeting Date _____ Meeting Time _____

Name of Organization _____

Individual applying on behalf of organization _____

Position of applicant _____

Mailing Address _____

Telephone: Daytime _____ Evening _____

Email Address: _____ Fax: _____

Equipment Required: ___TV ___VCR ___DVD ___Slide Projector
 ___Internet Access ___Coffeemaker ___Door Key

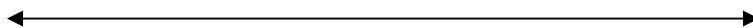
Anticipated Attendance _____ (Maximum Capacity: 75 persons)

Will refreshments be served? ___Yes ___No (If YES, group is responsible for clean-up, including vacuuming, if necessary.)

IMPORTANT: (A) The applicant agrees to return the Meeting Room to a clean and orderly condition at the close of their program and to pay repair costs for any damages to the equipment or facilities. All groups using the Meeting Room will be required to provide a \$25 deposit upon making the reservation. This deposit can be returned if the room is left in good condition. Groups regularly using the room may choose to keep their unused deposit on file for up to 5 months. Any cleaning needed to return the room to pre-use condition will be taken from this deposit amount. Additional fees may be assessed for abuse of the room or intensive cleaning when needed. Groups will be charged for damage to the Meeting Room or its furnishings.

(B) When the meeting room is used after hours, the individual signing this agreement shall be responsible for ensuring that the meeting room door is locked and all participants have left the building. The Meeting Room key must be picked up at the Circulation Desk the day prior to the scheduled event and returned on the first day that the Library is open following the event. Keys must be returned to, and signed for by, a Library staff person. Keys returned late will result in the group being barred from use of the meeting room for 90 days.

Donations to assist the Library with covering the costs of providing this service will be gratefully accepted.



I have read the Livingston-Park County Public Library Meeting Room Policy and agree to abide by the policy.

Date _____ Signature _____