



MEETING ROOM POLICY

As a public institution, the Boyle County Public Library is dedicated to free expression and free access to information and ideas on all points of view concerning the problems and issues of interest to the residents of Boyle County. To this end, the Library maintains meeting rooms for library and community use. The following document outlines general policies and guidelines governing meeting room usage:

The following meeting rooms are available for reservation by the public. In addition to the equipment listed below, all meeting rooms have wireless internet access and, upon request, access to a portable dry-erase board, additional chairs, and additional 6-foot tables.

- Heart of Danville Community Room (maximum occupancy 106): 106 chairs, ten 6-foot tables, audio system, PC laptop, ceiling-mounted screen and data projector, DVD player, located adjacent to galley kitchen with refrigerator, sink, and microwave.
- R. R. Donnelley & Sons Co. Conference Room (maximum occupancy 49): 12 ½ foot conference table, 14 upholstered chairs, ceiling-mounted screen and data projector, located adjacent to galley kitchen with refrigerator, sink, and microwave.
- Map Room (maximum occupancy 8): 1 6-ft table; 5 chairs; 2 cushioned benches

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

Rules of Use:

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 its staff. All

publicity shall carry the name of the organization sponsoring the Program. Except as a clear, specified 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 Library Board, the Library Director or other designated staff.

3. The Library's meeting rooms are primarily intended for the Library's use and for programs sponsored or co-sponsored by the Library. The Library's use of the meeting rooms takes precedence over all outside requests.

4. The Library reserves the right to cancel meetings for operational reasons or if an emergency exists. Groups reserving a meeting room must notify the Library of a meeting cancellation at the earliest possible date.

5. Meeting rooms are available during posted library hours.

6. 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.

7. Reserving groups or individuals assume responsibility for adherence to applicable copyright laws regarding audio or visual recordings.

8. The use of open flames or candles in the meeting rooms is prohibited.

9. The following uses of Library meeting rooms are not permitted:

- Meeting rooms may not be used for direct sales or private parties (ie birthday parties, showers, family reunions, weddings, etc).
- Groups charging admission/fees or soliciting donations may not reserve the meeting room space.
- The promotion of illegal activities. Meetings and individuals must conform to local laws or ordinances.

10. No conduct that would disturb regular library use, or infringe on library rules is permitted. Groups must adhere to all patron behavior policies. The individual who signs the meeting room check-in form is responsible for the supervision of the group.

11. Notwithstanding the damage deposit, groups shall be responsible for all damage. If damage occurs or if there is evidence of misuse or abuse, then charges may be assessed and 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 the Boyle 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.

Meeting Room Guidelines

1. There is no fee for the use of the meeting rooms. However, the following charges may apply: (a) A \$25 deposit shall be required if food or drink is to be served by the individual or group reserving the room. The deposit will be refunded if the room is left clean and in order. (b) The reserving group is responsible for setting up and putting away all equipment used. However, with prior approval of the Library, reserving groups may pay a \$15 fee for set-up of the room. (c) At the Library's option, after-hours meetings may be permitted for an additional fee of \$25 per hour.
2. Food may be served in the Community Room and the Map Room if the request is made at the time the reservation is taken. Only light refreshments may be served in the Donnelley Conference Room.
3. The individual or group reserving the room is responsible for transport, set-up, and clean-up of all food. The Library does not provide utensils, paper supplies, or dishware of any sort for food service. Alcohol is not permitted in the Library.
4. Meeting rooms must be vacated fifteen minutes before closing time unless a prior arrangement has been made.
5. Meeting room reservations should be made at least 24 hours prior to the meeting, but not more than six months in advance. At the Library's discretion, usage of meeting rooms may be granted with less than 24 hours notice. A representative of the reserving party must sign a check-in form, pay any deposits or fees as outlined above, and agree to the Meeting Room Guidelines at the Circulation Desk upon arrival on the day of the reservation. Patrons will also be asked to report on the number of people who attended the program.
6. Because of heavy usage of the meeting rooms, and to ensure room availability to meet this demand on an equitable basis, no organization may schedule the use of the meeting rooms for more than 30 hours per quarter, including meetings canceled or rescheduled by the organization.
7. All groups are expected to leave the room clean and as they found it.

Name: _____

Date: _____