

Perry County District Library Meeting Room Policy

Policy

The Perry County District Library maintains meeting room facilities in the main library and some library branches. Meeting rooms are used for library programs, and are also available to community groups and citizens to use in conjunction with the library's objective of providing a neutral meeting space to those we serve.

The primary purpose of meeting rooms is to promote library services through programs, meetings, and other library activities presented by library staff or other organizations affiliated with the library. When a meeting room is not being used for a library activity, the space will be available to the public for governmental, non-profit, civic, cultural, or educational programs or meetings. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. The library does not advocate or endorse the viewpoints of any group or individual.

The terms for public use of meeting rooms are:

- No admission fees will be charged.
- For-profit organizations are welcome to meet at the library; however, monetary transactions in library meeting rooms are prohibited.
- Meeting room programs must not interfere with normal library operations unless pre-approved by library administration.
- The use of the library premises for private social functions is not permitted.
- The library assumes no liability for theft or damage to property brought onto library property or for injuries that occur as a result of actions of sponsors or participants in activities held in meeting rooms.
- Persons or groups must contact the library in advance to reserve a meeting room space. Prior to using the meeting room space, the Meeting Room Reservation Form must be signed by the person responsible for the room during the event. All library policies must be followed, and the person signing for the room is responsible for the conduct of the group during the use of the space.
- Permission to use a meeting room includes ordinary use of the furniture and fixtures, including chairs, tables, TV/DVD Player/VCR, and projection screen where available. The person or group reserving the room must provide all other items.
- The room arrangement may be altered during the use of the room, however all furniture must be returned to the original set-up of the room prior to leaving the facility. The individual or group reserving the meeting room shall be responsible for any damage to or loss of library property.
- Refreshments may be served. Users are responsible for cleaning up and restoring room to its original condition before leaving. Excessive trash should be taken to the dumpster before vacating the premises.
- No smoking or alcoholic beverages are allowed in the library.
- Nothing may be affixed or mounted in any way to the walls.

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- Materials such as pamphlets and flyers may be posted or distributed within the boundaries of the policies of the library.
- No individual or group may state or imply Library endorsement or sponsorship of events in the library meeting rooms without written approval from the library. To establish the fact that the Perry County District Library is not sponsoring the event, all publicity, which uses the name of the library, must include the statement: “Sponsored by (the name of the organization reserving the room).”
- If a group reserving the room cancels a scheduled meeting, the applicant must inform the library as soon as possible.
- The library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. The library reserves the right to cancel a reservation if the space is required for use by the library or a library related organization. Except in an emergency, 48 hours notice will be given of any cancellation.
- Failure to comply with meeting room policy or rules may result in loss of meeting room privileges including immediate termination of a meeting by appropriate library personnel.

Procedures:

1. Persons wishing to use any library meeting room space will make arrangements with a staff member at that library location. A Meeting Room Reservation Form must be completed for a room to be reserved.
2. The group representative/responsible party will need to sign in at the checkout desk to receive instructions, keys, etc. prior to using the meeting room space.
3. The meeting room must be restored to its original condition, meeting room keys must be returned to the checkout desk, and the group representative must sign out prior to leaving the library.

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Perry County District Library Meeting Room Reservation Form

Today's Date: _____ Group/Organization: _____

Date of Room Reservation: _____ Time Needed: _____ to _____

Contact: _____ Phone: _____

Number Attending: _____ (please note: maximum occupancy is 40)

Equipment Requested (please circle): Television DVD/VCR Screen Podium

Do You Plan To Serve Refreshments? Yes No

Please plan to bring all items needed when serving refreshments. Coffee makers are not available to borrow. Water is available in the restrooms or at the water fountain.

Other information:

As the representative of the above named group/organization, I have received and read the meeting room policy for Perry County District Library. I understand the policy and agree to the conditions stated in this policy.

Signature of Representative: _____

Address: _____

Date: _____ Phone: _____

Time In: _____ Time Out: _____

For Office Use Only

Date Reservation was Requested: _____ Staff Initials: _____

