

Butler Public Library Meeting Rooms

The purpose of the library meeting areas is to provide space for programs either sponsored by the library or initiated by the public for cultural, educational, informational, recreational or civic purposes. To allow for a variety of organizations to have the opportunity of reserving rooms, the director may limit meeting area monopolization.

The Large Community Meeting Room is located on the north side of the Butler Public Library. The room can be used during regular library hours entered thru the library west doors or after hours thru the north entrance door. The room has a suggested capacity for 65 people.

The Small Community Meeting Room is located next to the large community room and can be used during regular library hours. This room has a suggested capacity for 10 people.

Reservation and Cancellation

- Applicant must be 18 years of age and have a valid ID card to reserve a meeting room. Exceptions may be made at the discretion of the director.
- Reservations may be made as far in advance as 6 months, but must be scheduled at least two days in advance. Reservations are first come first served.
- A written reservation is required and must be on file with the director.
- A cancellation must be made 24 hours in advance and cancellation is the responsibility of the person on file reserving the room.
- The rooms will be available during library hours until 10:00 p.m. The preferred use of the rooms is during library hours. The rooms will not be available on days when the library is closed.
- No group or individuals may assign their reservation to another group or individual.
- Library programs will take precedence over all other activities.

Fees

- There will be no charge for a meeting space for educational groups, social service groups, community organizations and other groups approved by the director unless food is served.
- Groups deriving commercial gain will be charged a rental fee \$150.00 a day.
- Large parties and gatherings such as graduation parties, receptions, showers etc will be pay a rental fee of \$100.00.
- For events serving food, a refundable deposit of \$50.00 will be held until the room has been inspected and found to be in the same condition before use.

Use of Facility

- The kitchen will be used as a warming kitchen only.
- Users must take their trash from the library property.
- Chair & table arrangements are the responsibility of the group using the room. The rooms must be left in a neat and orderly condition. Any damages that may occur during the use of the rooms are the responsibility of the group or individual making the arrangements.
- If there are problems after hours, the reserving group must notify the designated library person from their checklist.

Miscellaneous

- Each group is responsible for all charges incurred from their event.
- The reserving group is responsible for security if it is deemed necessary by the library, and is the responsibility of the reserving group to pay for it.
- The fact that a group is permitted to meet at the library does not constitute an endorsement of its policies or beliefs.
- Groups may not use the library's address, phone number or FAX as their own.
- A copy of any release, handbill, invitation, etc. must be placed on file with the library.
- The library is a no smoking and no alcohol facility.
- The library director is authorized to deny permission to use the library rooms to any group that violates these regulations. The library director will decide any questions of interpretation.

The community/board room is reserved for _____ on _____.

Applicant Name

Date & Time

Problems? Questions? Library Contact _____.

Name

Phone number