

# *Butler Public Library Meeting Rooms Policy*

## General Statement

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 fact that a group is permitted to meet at the library does not in any way imply endorsement by the library of the group, the meeting or the ideas presented at the meeting. A group may not use the library logo in any form or imply that the library is a sponsor of a meeting/event.

The **Large Community Meeting Room** is located on the north side of 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 of 50 people.

The **Board Room** (The Burt Campbell Community Room) is located next to the large community room and can be used during regular library hours. This room has a suggested capacity of 10 people.

## Reservation & Cancellation

- Applicant must be 18 years of age and have a valid form of 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 12 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.
- No group or individuals may assign their reservation to another group or individual.
- **Library programs will take precedence over all other activities.**

## Additional Policies

- 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.
- 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 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 of this document.
- The fact that a group is permitted to meet at the library does not constitute an endorsement of its policies or beliefs.

### Use of the 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 meeting or program are the responsibility of the group or individual making the reservation.**
- If there are problems after hours, the reserving group must notify the designated library person from their checklist.

### Fees

- There will be no charge of meeting space for reservations during library hours of operation.
- Groups whose reservation is outside of or extends beyond library hours will be charged a rental fee of \$100.00.
- For any group using the kitchen appliances to prepare and serve food, an additional fee of \$50.00 will be charged.

### Restrictions

- The Library reserves the right to bar a group from future use of the library meeting room facilities, if they fail to abide by the contents of this policy.
- A normal noise level and appropriate conduct will be expected of groups utilizing the facility.
- Groups cannot use the room more than one day per week and only twice per month, unless approved by the Director.
- Out of county groups cannot use the room without the Director's approval.
- The Library makes no warranties concerning the condition of the room and shall not be held liable for any injury to any person or property occurring in or about the meeting room(s) during the use of the meeting room(s) by the group; the group agrees to hold Butler Public Library harmless from, and to indemnify and defend the Library against any and all loss, liability, damage, or expense asserted on account of any injury to any person or property (whether the person or property of any member of the group, or of any employee of the Library or of any third persons) arising out of the group's use of the meeting room(s) or resulting from a breach of the group of any provision of this request form.