

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 a variety of organizations the opportunity to reserve 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 Community Room/Board Room is located on the north side of Butler Public Library. Access to rooms used during regular Library hours is through the Library's west doors. After-hours access is through the north entrance door. The rooms have a total maximum occupancy of 75 people.

Reservation & Cancellation

- Applicant must be 18 years of age and have a valid state issued ID 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 completed and signed reservation form is required and must be on file with the Director.
- A cancellation must be made 24 hours in advance. Cancellation is the responsibility of the person on file who reserved the room.
- The rooms will be available during library hours until 8:00 p.m. The preferred use of the rooms is during library hours.
- No group or individual may assign their reservation to another group or individual.
- The rooms are not considered reserved until the deposit has been made.
- **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. It is the financial responsibility of the reserving group.
- 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 regarding the interpretation of this document.

Use of the facility

- The kitchen will be used as a warming kitchen only.
- Users must take their trash from the library property.
- Chair and table arrangements are the responsibility of the group using the room. The rooms must be left in a neat and orderly condition including cleaning the tables and serving areas. 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 staff member from their checklist.

Fees

- There is a refundable \$25.00 reservation deposit required within 3 days of application. Deposits can be made through a check or cash but not with a credit card. It is nonrefundable if the reservation is cancelled or a “no show”. Refunds for emergency cancellations are at the discretion of the Library Director
- There will be no additional charge for using a reserved meeting space 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.
- There is an additional charge of \$50.00 if any type of food is being served.

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.
- No alcoholic beverages can be served or consumed during the event.
- No smoking, vaping or tobacco products are permitted.
- 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 associated with 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.