

PUTNAM COUNTY PUBLIC LIBRARY MEETING ROOM POLICY

In keeping with the Library Bill of Rights meeting rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. By making meeting rooms available, the Putnam County Public Library does not advocate or endorse the viewpoints presented at a meeting held in the library's facilities.

Meeting rooms may be reserved on days when the library is open *and* library activities are not scheduled.

Only the library, or a library-sponsored group, may sponsor fund-raising events.

Non-profit entities may use the meeting rooms for free during normal library operating hours but will be charged a fee for use when the meeting begins outside normal library hours. Profit-making entities, businesses and events of a personal nature, such as birthday or anniversary parties, reunions, showers, etc., will be charged fees both during and outside normal operating hours. Meetings may be held outside normal library hours contingent on the availability of a staff member to be on site. A fee of \$20 per hour or portion of an hour, payable to the library, will be charged.

FEES

1. A fee of \$25 will be charged for each period of up to two hours (maximum \$100/day). (Includes sales tax)
2. Fee for staff member in building when event is scheduled outside normal library hours \$20 per hour
3. Fee for having refreshments \$10

The rental and refreshment fees should be paid at the Circulation Desk within 48 hours of time of reservation unless other arrangements have been made. The fees will be refunded if the group's meeting is cancelled at least 24 hours in advance.

Use of the Meeting Rooms

1. Non-profit groups may charge for items such as instructional materials or supplies that are necessary to participate in the program.
2. The serving of light refreshments is permitted. A small kitchenette *is* available. Groups serving food will be charged a \$10.00 fee.
3. No alcoholic beverages are allowed.
4. The library is a non-smoking facility.
5. The library is not responsible for the damage or loss of personal or group property.
6. Activities in the meeting room shall not disrupt normal library business.

7. Decorations are not to be placed on walls or suspended from the ceiling.
8. Groups using the meeting rooms will report their attendance on the form provided.

Reserving meeting rooms:

1. Reservations are accepted at the Adult Reference desk on a first come-first served basis and may be made up to 1 year in advance. Each group must complete an application form and provide the name and address of a contact person. Recurring reservations must be renewed in writing to remain in force. The reservation is considered confirmed when the application form is submitted and applicable fees paid.
2. The library staff reserves the right to reassign rooms based on size of group, activity, and/or library need. The rooms have the following capacities:
 - a. Kiwanis Room 75
 - b. Rotary Room 10
3. Meetings may be held on days the library is closed contingent on the availability of a staff member to be on site. A fee of \$20 per hour or portion of an hour will be charged.
4. The Library may pre-empt use of a room for library programming and will make every attempt to find a mutually acceptable alternative time for the group. Any fees paid will be refunded.
5. The library reserves the right to place limitations on the number of meetings a group may schedule.
6. As a courtesy, groups are requested to notify the library if the room will not be needed so that another group can use the room. Fees will be refunded if cancellation is received at least 24 hours prior to the scheduled meeting time.

All use of the meeting rooms is subject to the approval of the Director. If a group is refused use of the meeting room, it may submit a written request to the Library Board for re-consideration.

Equipment

Audio-visual equipment and wireless Internet access are available in the Kiwanis and Rotary Rooms. Phone lines for modem use are not available. If unfamiliar with the operation of the equipment, users are requested to meet beforehand with library staff to be instructed in its use. Users are requested to notify library staff if equipment is not functioning properly.

Large groups using the meeting room are requested to use on-street parking as much as possible.

Set up and Clean Up:

1. Set up is the responsibility of the group which has reserved the meeting room.

2. Clean up is the responsibility of the group reserving the meeting room. Clean up includes leaving chairs and tables neatly arranged and clean, removing personal and group property promptly, removing food, and bagging trash.
3. Each organization assumes the full responsibility for any damages incurred resulting from the use of meeting room facilities and equipment and will be charged for the cost of any damages.
4. Abuse of the facilities or disorderly conduct will be sufficient cause to deny further use of the rooms.

REVISED AND ADOPTED BY THE PUTNAM COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES JUNE 26, 2007
REVISED AND ADOPTED March 21, 2012