

# Oldham County Public Library

## Meeting Room Policy

### I. Policy Statement

*Public meeting rooms are provided to bring together the resources of the library and the activities of the community in keeping with the Oldham County Public Library's mission statement of meeting the educational, informational, and recreational needs of the residents of Oldham County. This service will be made available to the public served by the library on an equitable basis, regardless of the beliefs or affiliations of groups requesting their use, as per the Library Bill of Rights.*

### II. Description of Resources

- a. The OCPL is pleased to have available for public use meeting rooms in the following configurations:
  - i. Full meeting room- seats 170 in theatre style arrangement or 20 rectangular tables that can seat 8 each, full access to two coat closets, full kitchen including stove (four range top with oven), microwave, dishwasher, refrigerator with freezer (four electrical outlets in kitchen), two projection screens, 32 electrical outlets, 4 phone jacks, 4 data line outlets, two windows, exterior door, two access points to Main Library.
  - ii. Half meeting room (north side) - seats 80 in theatre seating, or 10 rectangular tables that can seat 8 each, exterior door, one coat closet, one access point to Main Library, access to full kitchen, one projection screen, 16 outlets, 2 phone jacks, 2 data line outlets, separate climate and lighting control, window.
  - iii. Half meeting room (South side) - seats 80 in theatre seating, or 10 rectangular tables that can seat 8 each, exterior door, one coat closet, one access point to Main Library, access to full kitchen, one projection screen, 16 outlets, 2 phone jacks, 2 data line outlets, separate climate and lighting control, window.
  - iv. Conference room (in administrative offices) – Large board room setting seats 10 around table, ice maker and sink available, one projection screen, 12 outlets, 3 phone jacks, 3 data line outlets, separate climate and lighting control, windows.
  - v. *Future availability- Computer lab*
- b. Additional equipment and resources. The following pieces of equipment are available for public use. Reserving and requesting these materials may be done through the meeting room request form, but availability may not coincide with that of the meeting room. Some items may require an additional deposit for use.
  - i. Data Projectors
  - ii. Slide projector
  - iii. Overhead projector
  - iv. Laptop computer (for running data projectors)
  - v. Art hooks for display of materials.

- vi. 20 rectangular tables (will seat 8 each)
- vii. 170 chairs- plastic and metal; recline slightly.

### III. Issues addressed

#### a. Availability

- i. The meeting room(s) will be available to citizens of Oldham County who are library card holders.
- ii. The meeting room(s) are available for public use during library hours of 9:30 am-8 pm Monday through Thursday and 9:30-5 pm Friday and Saturday. The meeting room(s) are not available on Sundays and Holidays.
- iii. The meeting room(s) may be used by a legal organization (an organization that has a charter as a non-profit organization, has a business license, and/or files income tax statements as a business or organization) after hours at the discretion of the Library Director or their designee with the stipulation of staff attendance. Additional fees will apply for use after hours, including compensation for staff attendance.

#### b. Use

- i. Use of the meeting room(s) needs to fulfill some educational, recreational, or informational need of the community. Use of the meeting room(s) may be requested by and granted to the following organizations:
  - 1. Non Profit groups presenting proof of their non-profit status.
  - 2. Educational agencies
  - 3. Corporate organizations (for training purposes only)
  - 4. Non-Profit private functions by recognized organizations at Director or Director's designee's prerogative.
- ii. At no time should the meeting room(s) be used for commercial purposes where the objective is promotional or monetary gain.

#### c. Charges/Fees/Deposits

- i. Use of the meeting room(s) by documented non-profit groups will be free with a returnable \$25 deposit (held for reservation purposes and against damage) and a \$10 set up fee depending on use of the room.
- ii. For-profit organizations using the meeting room(s) (for educational purposes only) will be charged a \$25 reservation/set up fee (collected at time of confirmation of reservation), a \$25 refundable deposit, and \$10 per hour of scheduled use due after date of engagement. These charges are to help defray the cost of providing this service as well as to help maintain the meeting area.
- iii. The library waives deposit and set up fees for use of the meeting room of Governmental agencies.
- iv. Private and charitable events hosted by recognized non-profit organizations (at discretion of Director or Director's designee) and held after hours will be required to pay a fee of \$50 compensation for employees overseeing event.
- v. Use of the kitchen requires an additional \$25 fee.

d. Restrictions

- i. Use of meeting room(s) may not disturb regular library use or patrons. This pertains to loud noises, physical activities, and behavior of attendees.
- ii. No smoking or burning of any kind (including incense) will be permitted in the meeting room(s) or on library property.
- iii. No selling of commercial products will be permitted within the meeting room(s). Items sold for charitable purposes must be approved by Director or Director's designee.
- iv. The meeting room is not to be used for regular religious services (this does not preclude public religious discussion, such as a bible study).
- v. Nothing may be posted on walls of the meeting room(s) by either thumbtacks or tape. If materials need to be displayed, art hooks will be made available.
- vi. Easels are available; flip charts and markers must be provided by the group requesting meeting space.
- vii. Authorization is needed from Director or Director's designee for any additional furniture brought into the library.
- viii. Press notices citing the Library as location of event must be approved by Director or Director's designee before submission.
- ix. Proper attire (including shirts and shoes) are required for use of meeting room(s).
- x. No literature or handouts may be given to library patrons without approval by Director or Director's designee.
- xi. Organizations using the meeting room are not to use the library as a mailing address, nor have supplies or materials delivered for holding prior to engagement. Library staff is not responsible for answering questions regarding events in meeting room unless they are of a public nature, and will not receive or deliver phone messages for attendees of functions unless it is an emergency.
- xii. Child care for children of adults attending functions within the meeting room(s) is the sole responsibility of those adults.
- xiii. The use of alcoholic beverages is permissible during the library open hours, only if it remains contained in the meeting rooms and at the Director's discretion during other hours. Alcoholic beverages must be served by a caterer with a valid liquor license. The hosting organization shall be solely responsible for assuring that the use and consumption of alcohol remains well within legal limits.
- xiv. Depending on nature of event, the Library reserves the right to request proof of liability insurance on the part of the hosting organization; the amount and nature thereof to be determined by the Director.

e. Scheduling

- i. The library has priority use of meeting room(s) for programming pertaining to library service.
- ii. Reservations will be accepted and confirmed on a first come, first served basis.
- iii. Reservations must be made no later than one full week prior to requested date and no earlier than 4 months prior.
- iv. Requests must be made by form, one date per form.
- v. Room(s) are not to be considered reserved until confirmed by staff.

- f. Customers Rights and Responsibilities
  - i. Customers have the right to additional equipment as listed above given proper reservations.
  - ii. Customers are responsible for keeping the meeting areas neat and orderly. They are responsible for any damage that occurs during reserved time of use. If an organization leaves the meeting room in any condition other than in the way they received it, the library reserves the right to deny future access to meeting room(s) by the organization in question or to request a clean-up charge of \$25.
  - iii. Customers are responsible for compliance with the Americans with Disabilities Act and providing any services necessary for disabled attendees.
  - iv. Customers are responsible for adhering and complying with all OCPL policy and guidelines.
  - v. Organizations using the meeting room(s) are requested to keep a record of the number of attendees and submit this information to the front desk.
  
- g. Library's Authority and Disclaimer of Responsibility
  - i. The Library reserves the right to interpret its meeting room policy and regulations.
  - ii. The use of the Library's resources (such as the meeting rooms) by an organization in no way constitutes endorsement of that organizations beliefs or practices. No advertisements implying such an endorsement will be permitted.
  - iii. The use of the meeting room(s) is a privilege, not a right, and the library reserves the right to cancel reservations or deny the use of meeting room(s) to any organizations. The Library may also cancel events due to weather or closings.
  - iv. The Library reserves the right to have use of meeting room(s) monitored to insure that no illegal activities occur. The library likewise reserves the right to ask any organization to vacate the premises, without reason or warning.
  - v. Customers and organizations making use of the meeting room(s) must abide by the regulations stated within this policy and indemnify the library from any damage caused by the customer as well as hold the Library and its employees free from any liability.

This policy becomes effective March 12, 2009, and replaces any previous policy regarding Meeting Room use, written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

Adopted: March 12, 2009