

## Tipton County Public Library Meeting Room Policy

The Library's meeting room is available for use by the public regardless of the beliefs or affiliations of individuals or groups requesting its use. Permission to use the meeting room does not constitute an endorsement of the policy, product, or beliefs of the individual or group using the room. The Library reserves the right to limit use of the room in certain circumstances. Use may be limited to time, place, manner of use, and/or frequency of use.

### Reservations and Logistics

Reservations for the Meeting Room are taken on a first come, first served basis. Reservations may be made by telephone, in person, or via the Library's website. An official representative of the group must sign a form agreeing to the Library's Meeting Room Policy and pay the deposit and any applicable fees at least one week prior to the scheduled meeting. Failure to sign the agreement form or make the deposit payment may result in the room or equipment not being available.

Library programs will always have priority over all other scheduling. In the event a conflict arises after scheduling use of the meeting room, the Library will endeavor to accommodate the group or give adequate notice of cancellation.

Reservations are taken in the order received and will not be booked more than a year in advance.

Advance arrangements must be made to use the Library's available technology and/or equipment. Current technology and equipment available to request include:

Lectern, Dry Erase Easel, Microphone/PA System, Piano, Screen, Opaque Projector, LCD Projector, DVD Player, Television, Overhead Projector, and Slide Projector.

A complete list of available technology may also be found on the Library's Meeting Room web page.

The Meeting Room is available from 7 a.m. to 9 p.m. Monday through Saturday. The Meeting Room is not available on Sundays or days that the Library is closed for holidays or emergencies.

The Meeting Room key may be picked up the day of the meeting. If the meeting begins before the Library opens in the morning, the key may be picked up the day before. If the meeting ends past the Library's closing time, the key must be returned in the Library's drop box, according to the instructions on the envelope provided.

Responsible adults must be in attendance whenever minors are present. Adult supervisors will be responsible for any damages.

A standard setup of four (4) tables and sixteen (16) chairs will be provided for use in the Meeting Room. If more are needed, the storage room will be unlocked, and the room may be set up according to the group's needs. When the function is over, the group is responsible for returning the room to its original setup.

Library personnel must have free access to enter the Meeting Room at any time.

## Fees

A fifty-dollar (\$50) damage deposit is required for use of the Meeting Room, except for government agencies. The damage deposit must be paid at least one week prior to the scheduled meeting. The deposit will be refunded when Library staff determine that the room has been left in satisfactory condition.

A fifty-dollar (\$50) fee, plus sales tax, is charged when the room is used for a private social event such as birthday parties, graduations, reunions, etc., or when used by a for-profit organization. This must be paid along with the damage deposit at least one week prior to the scheduled meeting. There is no fee for use of the room by not-for-profit groups, such as school and church groups, Boys & Girls Clubs of America, etc.

There is a ten-dollar (\$10) fee plus sales tax, for use of the kitchen facilities. This fee also includes use of the coffee maker, punch bowl, serving trays, and pitchers. Use of the stove or oven is not included, as no cooking is permitted on Library premises.

## Kitchen

Refreshments may be served in the Meeting Room. Packaged meals such as box lunches, catered meals, and/or snacks are permitted. No meals may be cooked in the Library. Food and drinks are not to be taken elsewhere in the Library building.

Red and/or purple drinks are not permitted as stains of this nature are very difficult to remove from the flooring and furniture. All or part of the damage deposit may be used for cleaning carpets or upholstery when stains are unable to be removed by in-house cleaning.

Alcoholic beverages and smoking are not allowed in the Meeting Room or anywhere on Library premises.

The Meeting Room and all other Library facilities used must be left in the same condition in which they were found. Trash should be disposed of in the trash cans provided, and the kitchen counters and equipment should be left clean.

## Damages

The group using the Meeting Room takes full responsibility for any room and/or equipment damage incurred during its use of the room.

All damages will be charged against the damage deposit. Damages beyond the amount of the deposit will be billed to the group or individual making the reservation. Failure to pay additional damages assessed, or excessive or recurring abuse of the room will be just cause for denial of future use of the Meeting Room.

The Library assumes no liability for any loss or damage to the sponsoring group or attendees of any program that occurs during the use of the Meeting Room.

**All standards, according to the Tipton County Public Library Patron Behavior Policy, are in effect for groups or individuals who make use of the Library Meeting Room.**

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