

Dawson Springs Branch Library

Katherine Barnett Meeting Room Policy and Guidelines

(Approved 3/16/2017)

When a meeting room is not in use by the Library or a Hopkins County department, the meeting rooms are available on a first-come-first-served basis to groups and organizations as specified in this document. These uses are scheduled on the basis of a signed policy and completed application accompanied by payment for required fees as applicable.

Purpose:

To provide regulations for the use of library meeting space to ensure equitable access to library facilities by community and governmental organizations.

Usage:

The use of library meeting space is open for any lawful activity to groups or organizations. Permission to use library meeting space does not constitute an endorsement by the library of that group's activities or beliefs. All meetings must be open to the public, including media.

Reservations:

- Reservations will be taken on a first-come-first-served basis and should be made at least (7) days ahead of the meeting in order to ensure time for confirmation.
- Reservations cannot be made more than (12) months in advance.
- All requests for meetings are subject to approval by the library administrative staff.
- All requests for repeated use (i.e. every Monday at noon) must be approved by library administrative staff.
- Any group deliberately misrepresenting or not stating the specific use of the room will forfeit their privilege to use the facility indefinitely.
- Confirmation from the library is required for use of library meeting rooms. Reservation requests can be made in person, online from the library's web page www.publiclibrary.org, or by calling (270) 797-8990.
- Rooms must be reserved by individuals over the age of 18. If the room is to be used by individuals under the age of 18, the group must be supervised by an adult who remains in the room during its use by the group.
- Animals, insects and other living organisms may not be brought into the library. Trained Service animals are allowed.

Fees:

Room deposit will be due at time of application submission or no later than (3) days before the event, or the meeting will not be confirmed. Rental fee is due no later than date of key pick-up. If you have a late booking, payment will be due at the time of booking.

Room Reservation Fees:

- Businesses, for-profit groups, individuals, or any group that charges participants a registration fee or is engaged in a social or fundraising event will be charged a non-refundable fee based on amount time the room is used. Meetings which are primarily of a social nature will be charged the appropriate for-profit rate.
- Non-profit or not-for-profit groups will not be charged room rental rates. Please check with Library administrative staff to see if your group type applies.

Additional Fees:

- Additional fees will be charged for any damage to, or cleaning of, the facilities and/or equipment.
- Keys not returned the next business day following event will result in \$5.00 per day charge. In the event of a lost key, a charge of \$75.00 will be applied for lock/key replacement.)
- **Failure to leave rooms clean and in the proper set-up will result in forfeit of deposit and possible loss of future use. (See General Information)**

Meeting Room & Equipment Rates

\$50.00 deposit required for all rentals.

Rental Rates: 5 hours +; \$50.00 3-5 hours; \$35.00 1-3 hours; \$25.00

Room is only available for the duration of the booking. Make sure to reserve enough time for setup and clean up. Please review our Meeting Room Packet and/or Online Registration Software for additional information on meeting rooms and equipment types available by location. Deposit refunded upon passing room inspection and key return.

General Information

- Library staff members will not assist in the set-up or arrangement of rooms. If a group reconfigures the chairs and tables, the furniture must be moved back to the original setup prior to the end of their booking time. No furniture may be moved into or out of meeting rooms. (See Room Configuration Chart in room and/or see Library Staff.)
- All advertisement for activities held in a library meeting room must clearly identify the sponsor by name and phone number and may use the name Dawson Springs Branch Library only to identify the meeting location.
- Signs, banners, flyers, etc. may not be affixed to library property (no tape, tacks, nails, staples, etc.), unless approved by Library Staff.
- The use of hazardous materials, including materials that give off fumes or are highly flammable, is prohibited.
- Open flames are prohibited in library meeting rooms and on Library property.
- Lock exterior doors upon completion of event. Return key to Library Staff on the first business day following usage.
- Clean up and trash removal is the responsibility of the organization, group, or Renter using the room. Trash is to be taken offsite and not disposed of in the Library toter. The Library will provide basic supplies (3 trash bags, window cleaner, dish detergent, 1 roll paper towels). Any remnant supplies must be left in the meeting room after use. For access to other cleaning equipment (vacuum, mop, broom, etc.) please make arrangements with Library Staff prior to meeting room use.
- Renter shall be financially responsible for any injury to persons and damage, theft or loss of property (either personal or library owned) resulting while using library facilities. The Library cannot assume responsibility for private property used on library premises. Private property is used at the owner's risk.
- The Renter is liable for any damages caused by their group to the Library facility or Library equipment, and will be billed accordingly. Future use of the meeting room will be denied until payment is received.

Equipment Use:

- All equipment must be returned to Library staff promptly at the end of the meeting. Do not leave the equipment in the room after your meeting has ended, excluding after hours meetings.
- Library staff are not allowed to set up personal or rental equipment (i.e. laptop, projectors, etc.) for your group.

Refreshments

- Light refreshments may be served in all meeting rooms, except for the Computer Labs.
- Food cannot be eaten and/or served in the lobby or library areas. It must remain in the reserved room.
- No alcoholic beverages are permitted.
- If you are using caterers, please make arrangements for food delivery at a time when a member of your meeting will be able to meet and direct them regarding the set-up of items.

Guests

- The minimum and maximum number of attendees must be adhered to by room.
- Guests and their behavior are the responsibility of the lessee.
- The individual or organization reserving the room will be responsible for any damage to library property.
- Use of the meeting rooms must not interfere with the use of the library by others. Please be mindful of other groups and/or library patrons during breaks and when exiting the meeting room.

- Persons attending meetings are subject to all library policies and regulations.
- Attendees are not allowed to leave children unsupervised.
- Smoking of tobacco products and/or electronic cigarettes is prohibited in all Hopkins County facilities and within 20 feet of a public entrance to County Facilities.

Cancellations/Changes

- If your scheduled meeting times and/or dates change/cancel, please call the Library Staff at (270) 797-8990 as soon as possible. Non-cancelled bookings will be charged.
- The library reserves the right to cancel meetings due to unforeseen circumstances or emergencies. All efforts to reschedule canceled meetings will be made.

I agree to the meeting room policy above:

Renter Name: _____ Date: _____

Mailing address: _____

Phone: _____

Fax: _____

Print Name: _____

E-mail: _____

Katherine Barnett Meeting Room

Renter’s Check List

The Dawson Springs Branch Library asks that you leave the meeting room in the condition you found it or better. If you make a mess, please clean it up. Otherwise use the following check list to help in the process.

____ Trash taken offsite, by Renter (Not in Library toter)

____ Decorations removed

____ All furnishings back in original formation

____ Tables, chairs, kitchen counters, wiped down if needed

____ Carpets swept or vacuumed, tiled floor mopped, if needed

____ Dishes, cookware, and silverware used are cleaned and returned to drawers/cabinets

____ Any electrical equipment turned on during use turned off

____ Thermostat set to heat 68 degrees (Winter) or cool 72 degrees (Summer/Spring)

____ Bathrooms clear of litter and wiped down if needed

____ Lights turned off

____ All personal items removed

____ Everyone out of building

____ Key is to be returned the first business day after rental

Katherine Barnett Meeting Room Rental Rates

	Fee	Deposit
5 hours +	\$50	\$50
3-5 hours	\$35	\$50
1-3 hours	\$25	\$50

Non-Profit & Community Group/Organizations-----No Fee

Deposit refunded upon passing room inspection and key returned.

Equipment/Services Available

Wifi, Television, DVD/VCR Player, Kitchen amenities, Cleaning equipment upon request

Plastic Tables

4 - 4ft (4-6 people)

6 - 6ft (6-8 people)

2 - round (6-8 people)

Chairs

Non-folding - 37

Folding - 38

Wood Tables

Card Tables - 11

6 x 1 ½ (reg. & food)

4 - 8ft (8-10 people)

1 - 6ft (6-8 people)

Capacity - 100+

Room size: 2400-3328 sq. ft.

**Dawson Springs Branch Library
Katherine Barnett Meeting Room
Application Form**

Name of Renter: _____

Name of Organization/Group: _____ Nature of use: _____

Address: _____

Phone: _____ Date Requested: ___/___/___

Time meeting room is to be used: from _____ to _____ (Including setup and clean up time.)

Would you like to request the use of any Library Audio-Visual equipment? _____

(Note that A/V equipment is offered on a limited basis and not guaranteed.)

Check all that apply:

_____ The meeting will be open to the public. (*This must be checked in order for your group to meet.*)

_____ I have received, read and will comply with the Library's *Katherine Barnett Meeting Room Policy and Guidelines*, including HCMPL's *Code of Conduct*. I understand that the Library may revoke permission for any entity to use any of its meeting rooms at the discretion of the Director or Assistant Director/Branch Librarian, or due to violation of established policies and procedures, including HCMPL's *Code of Conduct*.

_____ I agree to indemnify, defend and hold harmless Hopkins County-Madisonville Public Library, their Trustees, employees and agents, from and against any and all claims, losses, judgements, costs and expenses (including attorneys' fees and expenses) arising out of my use of the meeting room, including damage to or harm arising from my use of other areas of the premises in connection with my use of the room.

_____ I am signing on behalf of the following organization: _____

_____ I am signing on behalf of myself as an individual.

Deposit Required: \$_____ Date Paid: ___/___/___ Cash or Check #_____ Staff Initials: _____

Rent Charged: \$_____ Date Paid: ___/___/___ Cash or Check #_____ Staff Initials: _____

Date: ___/___/___

Signature of renter

Date: ___/___/___

Signature of person picking up key

Key #

Key Returned: ___/___/___

Deposit Returned: ___/___/___

To Whom: _____

Cash or Check #_____

By Whom: _____