

MEETING ROOMS

Purpose and Availability

The Library's meeting rooms' primary purpose is a place for Library-sponsored activities. When the rooms are not in use by the Library, they may be used at no charge by other organizations for occasional meetings. Organizations and individuals wishing to use a meeting room on a regular basis must consult the Director for approval. All meetings must be open to the public, including media. The Library reserves the right to enter meeting rooms at any time.

Non-Library-sponsored groups are not permitted to charge admission or registration fees, and no products or services may be sold on Library premises. No collections are permitted. No product literature may be distributed.

The Library and its associated groups (Friends of the Library and Foundation) may at times charge admission, sell products and accept donations but only if funds collected support the Library's mission or are necessary and announced in advance to provide the necessary gratuities or matching funds required to produce the program.

Groups may not use Library meeting rooms for purely social functions, fundraising or commercial enterprises. Meeting rooms are not intended to function as administrative offices for organizations or individuals. No group's use of the meeting room may interfere with or disturb the Library's regular operations. A group's use of the facilities does not

imply the Library's endorsement. The Library accepts no liability or responsibility for any damage to persons or property resulting from use of Library facilities. The Library is a limited public forum and, as such, may deny the use of its facilities in accordance with its policies.

Who May Use the Library Meeting Rooms

Any club or community group of persons meeting for non-profit purposes may request and be assigned use of Library meeting rooms, provided the proper request has been made and recorded with Library staff. Eligible groups include:

- Civic organizations
- Social clubs whose intent is educational or cultural in nature
- Academic classes
- Professional or honorary groups
- Organized school or academic groups which have a civic interest or goal
- All meetings must be open to the public, including media

Who May Not Use the Library Meeting Rooms

The Library meeting rooms may not be used by:

- Any group meeting for a profitable reason
- Family group meeting for family or personal reasons, such as family reunion, birthday party, reception, etc.
- Any group which has proven unsatisfactory for any reason during prior use
- Meeting rooms are not intended to function as administrative offices for organizations or individuals.

Hours of Use

All meetings must be within regular operating hours and must end a minimum of thirty (30) minutes prior to closing and the meeting room vacated by fifteen (15) minutes prior to closing. Requests for meeting room use may be denied if the hours of use are unsatisfactory to the planned operating hours of the Library, or if the noise from the activity would disturb the normal Library operations and use by library customers.

Review or Appeal Procedure

Exceptions to this policy may be made at the discretion of the Library Director (or designee). Individuals or groups who are denied use of a meeting room may appeal to the Library Board of Trustees and the Director. Such appeal shall be filed in writing with the Director within 10 days of rejection of the application.

The Library Director has the final approval on use of the meeting rooms. The Board of Trustees reserves the right to cancel reservations and the groups will be notified of such cancellations.

Guidelines for Public Use

Scheduling

- Individuals reserving the meeting room must be at least 18 years of age.
- Application for use of Library meeting rooms must be fully completed for each time the meeting room is requested.
- Application must be approved by the Library Director (or designee) prior to the scheduled meeting.

- Reservations will be taken on a first-come, first-served basis. Reservations may be made up to three months in advance. A maximum of three meetings at a time may be scheduled.
- The Library shall be notified 48 hours in advance in case of cancellations or changes.
- If the Library must close due to weather or any unforeseen cause, the Library will cancel use of the meeting rooms during the time that the Library is closed.
- Walk-in reservations of meeting rooms, including private study is permitted, depending on availability and subject to all the conditions defined herein.
- Groups or user(s) using the meeting rooms with individuals under the age of 18 years shall have appropriate adult supervision.
- Requests for audiovisual equipment must be made with the application.

Maintenance of Facilities

- The maximum number of persons allowed in the meeting room is determined by the local fire code.
- No smoking or alcoholic beverages are permitted. Limited food and drink may be permitted upon special request to the Library Director (or designee).
- No group can tack or tape anything to walls or doors. No candles, open flames, or glitter may be used inside Library buildings.
- Groups are responsible for cleanup of the meeting rooms for normal use and should return the room to its original setup after using it.
- The Library will not be responsible for storage of any materials or equipment. Short term exceptions may be made upon request.
- The person completing the application for use of Library meeting rooms is responsible for restitution

for any damages to Library property, including cleanup costs. Damages should be reported to Library personnel as soon as possible.

- Accidents shall be reported immediately to Library personnel.

Conduct

- Except as a designation of location, the name of the Library may not be used in any publicity.
- Usage of any Library facility phone number as a contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or internet, to promote the event is prohibited without prior approval by Library Director. The Library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.
- All rules for appropriate behavior in the Library, listed in this policy and the Library's Code of Conduct, must be observed while using the meeting room. Failure to adhere to these rules may result in denial of use of Library meeting rooms.
- The Library reserves the right to cancel a meeting at any time, and it reserves the right to eject individuals or the entire group from the Library if there is a breach of the peace. The Library shall have the sole discretion to determine if a breach of peace by the group has occurred.

***Adopted by the Hopkins County-
Madisonville Public Library Board of
Trustees on 2/16/17.***

CODE OF CONDUCT

All persons have free access to the Library during the hours it is open and the right to the reasonable use of its facilities and services. The Library, however, expects reasonable behavior from its users. Anti-social or problem behavior may infringe upon the rights of others in the use of the Library. It is the policy of the Library to maintain a safe facility, free from any threat of physical violence, emotional abuse, or any form of intimidation. Respect for other Library users and staff shall prevail always.

To ensure safety, comfort, and access to Library resources and facilities for all, the Hopkins County-Madisonville Public Library Board of Trustees have adopted this Code of Conduct. Any behavior or activity that interferes with legitimate library business will be prohibited. Persons who fail to observe the following guidelines may be asked to leave the library and library grounds, banned from library use and/or be subject to arrest under trespass laws of the Kentucky Revised Statutes, Chapter 381, Section 231 and Chapter 511, Sections 060, 070, or 080.

The following are examples of unacceptable behavior:

- Loud talking, inappropriate cell phone use, disruptive, abusive, or threatening language or behavior.
- Consumption of food and beverages in the public areas of the Library (with the exception of library-sponsored or approved events)
- Smoking, use of tobacco, vaporizers (eg. electronic cigarettes), or consumption of illegal substances.
- Consuming alcoholic beverages and/or being under the influence of drugs or alcohol.
- Use of Library computers which violates the Library Computer and Internet policies and procedures.

- Sleeping, bathing or washing clothing.
- Leaving personal belongings (eg. backpacks, coats, purses, etc.) unattended.
- Offensive body odor due to neglected hygiene or other strong scents that may be offensive or disruptive for others.
- Use of Library facilities or equipment for other than library purposes, including solicitation and/or distribution of materials, without prior written authorization.
- Running or use of bicycles, skates, skateboards or rollerblades on Library premises.
- Rearrangement of Library equipment or furniture (other than by library staff)
- Bringing pets, other than certified service animals, into the building.
- Use of Library by customers not fully clothed, including shirts and shoes.
- Damaging Library property.
- Panhandling, soliciting, gambling, or loitering on Library premises.

Additionally, the Library maintains the right to inspect all packages of visitors entering or leaving the Library. The Library has the right to restrict visitors from entering the Library with large bundles, carts, bicycles, or similar items. Anyone unable to care for, or be responsible for, him or herself must be supervised by a responsible caregiver.

None of these rules are intended to be all inclusive of every behavior that will be regulated on library property. The Hopkins County-Madisonville Public Library reserves the right to prohibit any behavior or actions which we feel may be inappropriate or disruptive.

***Adopted by the Hopkins County-Madisonville Public Library
Board of Trustees on January 18, 2017.***

HCMPL

HOPKINS COUNTY MADISONVILLE
PUBLIC LIBRARY

425 East Center Street
Madisonville, KY 42431
270-825-2680



www.publiclibrary.org
www.facebook.com/hcmplibrary

Monday-Friday: 10:00-7:00
Saturday: 10:00-5:00
Sunday: Closed