

Boyd County Public Library
MAIN LIBRARY
MEETING ROOM USAGE POLICY

1. Availability

- 1.1. Boyd County Public Library meeting rooms are available for both individuals and organizations. Since the Library is a tax-supported facility it may be used only by non-profit organizations whose membership is open to all without restriction based on race, sex, or religious creed.
- 1.2. Commercial or profit-making organizations sponsoring educational programs of a non-profit nature will be permitted to use a room on a case-by-case basis provided the meetings are open and free to the general public and do not include selling, solicitation, or order taking.
- 1.3. Religious and partisan political promotions are prohibited on the premises. Religious groups may use a meeting room for non-sectarian or interdenominational meetings or programs. Political groups may use a meeting room for nonpartisan or bipartisan programs of an educational nature.

2. Reservations, Scheduling, and Application

- 2.1. **Library programming will have first priority in scheduling room use.**
- 2.2. Meeting rooms will be available during regular library hours on a first come/first reserved basis.
- 2.3. Request for use of a meeting room is made through the library's website, thebookplace.org.
- 2.4. Requests should be made as early as possible, and may be made up to six-months in advance.
- 2.5. Requests for reservations for more than one meeting, made on a space available basis, may be made. Except for library and library related programs, a limited series of reoccurring meetings may be scheduled at the discretion of the Library Director or the Director's representative.
- 2.6. A meeting room may be reserved no more than six (6) months in advance.
- 2.7. Applications may be rejected and previously granted permission may be withdrawn for violation of library rules or conduct inconsistent with library rules and regulations at the discretion of the Library Director.

3. **Rules For Use**

- 3.1. Hours of usage shall include the total time involved in the meeting, from the time the organization requires the room for assembling or other purposes to the time the room is vacated.
- 3.2. All meetings should end 30 minutes before library closing and the room vacated 15 minutes prior to closing.
- 3.3. All advertising, except that incidental to programs, and all sale of merchandise or other materials is forbidden on the premises unless specific approval is obtained in writing prior to the meeting.
- 3.4. In addition, such use shall not include an admission fee, distribution of literature, solicitation for memberships, or payment of dues without the prior approval of the Library Director or the Director's representative.
- 3.5. **The user is responsible for all table and chair arrangements, including any set up and take down.**
- 3.6. The people using the room shall leave it in a neat, clean, and orderly condition including any equipment used.
- 3.7. The user will be responsible for any costs resulting from damage to the room. In addition, the group will be given notice that continued offense will result in the group being denied access to further use.
- 3.8. Light refreshments (e.g. coffee and cookies) may be served or a meal catered; organizations providing refreshments shall provide all equipment and utensils needed. Some library meeting rooms have a refrigerator, microwave, coffeemaker, and limited kitchen facilities.
- 3.9. Clean-up is the responsibility of the user.
- 3.10. Smoking, tobacco use, and alcoholic beverages of any nature are prohibited on library premises.

4. **Fee**

- 4.1. There is no charge for the use of a meeting room. (Though donations to the BCPL Friends will gladly be accepted.)

5. **Liability**

- 5.1. Granting permission for the use of a meeting room does not imply endorsement by Boyd County Public Library or Board of Trustees of the user or the user's beliefs.
- 5.2. All groups will agree to hold Boyd County Public Library and Board of Trustees from any loss, damage, liability, costs, and/or expense that may arise during or to be caused in any way by such use of Library facilities.
- 5.3. The Library cannot be responsible for loss or damage to exhibits left in the meeting room or personal property of those attending meetings.
- 5.4. Though every effort will be made to safeguard materials, Boyd County Public Library is not responsible for loss or damage to items while on display at any Library location.