

SHELBY COUNTY PUBLIC LIBRARY MEETING ROOM AND FACILITIES USE POLICY

The Board of Trustees of the Shelby County Public Library will make the meeting room and other library public areas deemed appropriate by the Board of Trustees available to any group of citizens who currently live in or own property in the county. Since the Library is a tax-supported facility it may be used only by not for profit organizations whose membership is open to all without restriction based on race, sex, or religious creed.

Groups using the library are served on an equitable basis regardless of the beliefs or affiliations of the participants. The fact that a group uses the library facility in no way constitutes endorsement by the Library employees or the Board of Trustees of the group's objectives or beliefs. The following standards and guidelines apply for fairness:

1. Library sponsored activities are given priority in scheduling use of the facilities.
2. There is no charge for the use of the facility. However, a cleaning deposit of \$75.00 shall be submitted with an application for use. Failure to meet cleaning standards will result in loss of deposit. (See second page for cleaning standards under Library meeting room procedures)
3. After 60 days if check is not picked-up, the deposit will be voided and shredded.
4. Permission to use the facility will be denied to any group that is disorderly or violates these rules. Failure to follow policy will result in loss of deposit and future use of rooms.
5. Facility may only be scheduled for use during library operation hours.

Monday-Thursday 9-7pm Friday 9-5:30 pm Saturday 9-1:30pm

State Holidays are followed

6. No meetings may,be held for social functions.
7. Person requesting meeting must have a Shelby County Public Library card in good standing.
8. No group may conduct moneymaking activities while using the facility including admission.
9. Application for use of the facility must be made in person with the completion of the application form. Facilities will be assigned in the order in which the requests are received.
10. Groups can schedule no more than twice a month.
11. The facility may be reserved no more than six (6) months in advance.
12. The group using the facility must leave it in a neat, clean, and orderly condition including any equipment used.
13. Organizations holding meeting must assume responsibility for any damage to either the room or its contents.
14. If audio-visual equipment is needed, arrangements need to be made in advance.

MEETING ROOM POLICY

15. The name or address of the Shelby County Public Library cannot be used as the official address or headquarters of any organization.
16. Smoking and alcoholic beverages of any nature are prohibited on library premises.
17. The library accepts no liability or responsibility for any damage to persons or property arising from use of the facility.
18. A copy of the meeting room/facilities use policy shall be given to each group using the room. A representative of the group will sign the application form stating they have received a copy of the policy.

LIBRARY MEETING ROOM PROCEDURES

The Request for room availability can be made by phone or email (brooklynm@scplibrary.net). Application for use of a meeting room must be made in person with the completion of the application request form. Rooms will be assigned in the order in which the request and deposit are received.

The **group requesting the room for use is responsible for their own setting up and taking down of tables and chairs**. All the tables and chairs used by the group must be returned to their original storage area. **Library personnel are not responsible** for setting up or putting away table and chairs. Return usage of the room may be denied if policy is not followed by the group.

CLEANING STANDARDS

In order to keep the building as clean as possible, it is requested that the person responsible for meeting room event check the following items when the meeting is over:

- Return table and chairs to storage area.
- All trash is placed in designated containers.
- All kitchenware is cleaned and put away.
- All water taps are turned OFF, including restrooms
- All lights are turned OFF, including restrooms
- All persons have exited the meeting room.
- The Library is a smoke free facility.

SHELBY COUNTY PUBLIC LIBRARY MEETING ROOM APPLICATION

Organization name: _____

Your name: _____

Date requesting: _____ Phone# _____

Library Card #: _____ Check# _____

Estimated # of people attending event: _____ Start/End Time: _____

Check deposits must be received 3 days before the scheduled room use.

- Do you have Shelby county library card and is it in good standing? Y N
- Will there be food or drinks provided in your event?..... Y N
- Are you a non-profit organization?..... Y N
- Will you need audio-visual equipment? If yes, circle what you will need.

Use of personal computer is not permitted when using projector or other equipment. The Library will provide a computer with Microsoft Office installed. Any presentations or media will need to be on a USB-drive or in the cloud.

Microphone Projector

Sound TV

- I understand that all meetings must end **15** minutes before closing.....Y N
- I have received and understand the meeting room policyY N

The Library Director reviews all applications for meeting rooms and has final approval on all room requests.

Any questions or concerns:

I am the responsible party: _____ Date: _____

Signature

Print

Director's signature: _____ Date: _____

Failure to follow policy will result in loss of deposit and future use of rooms.