



## **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 faculties.
2. Person requesting meeting must have a Shelby County Public Library card in good standing.
3. There is no charge for the use of the facility. However, a cleaning deposit of \$75.00 is required with the application. If check is not collected within 60 days then the check will be voided and shredded.
4. Failure to meet cleaning standards will result in loss of deposit. (See second page for cleaning standards under Library meeting room procedures)
5. 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.
6. Facility must be scheduled to begin during Library operation hours and exiting of the facility must be before 9:00 pm(as alarm sets automatically)

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

*The Library follows the commonwealth of Kentucky holiday schedule.*

7. The facility cannot be scheduled for social functions.
8. No group may conduct moneymaking activities while using the facility including admission.
9. Groups can schedule no more than twice a month.
10. The facility may be reserved no more than three (3) months in advance. Groups may schedule longer but be aware that other requests will get approved after the three month period.

BOARD APPROVED 6/25/19

11. The group using the facility must leave it in a neat, clean, and orderly condition including any equipment used.
12. Organizations holding meeting must assume responsibility for any damage to either the room or its contents.
13. If audio-visual equipment is needed, arrangements need to be made in advance.
14. The name or address of the Shelby County Public Library cannot be used as the official address or headquarters of any organization.
15. Smoking and alcoholic beverages of any nature are prohibited on library premises.
16. The library accepts no liability or responsibility for any damage to persons or property arising from use of the facility.
17. A copy of the meeting room/facilities use policy will 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, online or email ([brooklynm@scplibrary.net](mailto:brooklynm@scplibrary.net)). 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.

## 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 have received and understand the meeting room policy .....Y 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.**