



MEETING ROOM POLICY

Adopted by

BOYD COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

Updated May 2019

Review Committee
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Purpose and Permitted Use

Updated May 2019

Purpose

The Library's meeting rooms are intended primarily for Library sponsored activities. When the rooms are not in use by the Library, they may be used by other individuals and organizations for occasional meetings.

All meetings must be open to the public and free of charge.

Permitted Use

- Individuals reserving the meeting room must be at least 13 years of age.
- Use of the rooms are for non-commercial use only and user may not charge a fee.
- No person's or organization's use of a meeting room may interfere with or disturb the Library's regular operations.
- The person completing application for use of Library facilities is responsible for any damages to Library property. Damages should be reported to Library personnel as soon as possible.
- Any person(s) using any of the Library's meeting spaces agree to the terms of this policy in its entirety without exception

The Library accepts no liability or responsibility for any damage to persons or property resulting from the use of Library facilities.

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.

The Library is a limited public forum and, as such, may deny the use of its facilities in accordance with its policies.

Reservations, Scheduling, and Application

Library programming will have first priority in scheduling room use.

Meeting rooms will be available on a first come/first reserved basis. Request for use of a meeting room is made through the library's website, thebookplace.org, or by contacting the Programming and Community Services Supervisor. Requests should be made as early as possible, and may be made up to six-months in advance.

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 recurring meetings may be scheduled at the discretion of the Library Director or the Director's representative.

Collecting Fees, Monies, or Funds

Neither individuals nor organizations may use Library facilities for fundraising or commercial enterprises.

Individuals and organizations using Library facilities may not charge admission fees or solicit donations. Any funds collected or exchanged within the meeting room must not benefit a particular person but be used for charitable purposes or for the maintenance of a non-profit organization.

The Library reserves the right to cancel a meeting at any time.

Capacities

The maximum number of persons allowed in the meeting rooms is determined by the local fire code. Currently these limits are:

- 50 at Main
- 50 in Kyova Branch Meeting Room A/B
- 25 in Kyova Branch Meeting Room A or Meeting Room B, when reserved separately
- 20 at Catlettsburg Branch
- Four in each of Main's two small Study Rooms
- 30 in Main Library's Reading Garden

Fee

There is no charge for the use of a meeting room during library hours.

For before/after-hours use, there is a fee of \$25 for the first hour then \$10 for every half hour after that. Request for before/after-hours use should be made to the Programming and Community Services Supervisor. Use is dependent on staff availability and subject to all meeting room and library use policies.

Conditions of use

- All meetings must be within regular operating hours but must end a minimum of fifteen minutes prior to closing. Unless prior arrangements have been made (see "Fee" section above.)
- If setup/cleanup time is required separate from use time, these times should be included with the initial reservation.
- Requests for audiovisual equipment and kitchen facilities must be made with the application.
- Neither tobacco use (including e-type) nor alcoholic beverages are permitted.
- If the kitchen facilities are used, they shall be returned to good condition.

- Chair and table arrangements are the responsibility of the person(s) using the room; if furnishings of the room are rearranged, they shall be returned to the previous arrangement.
- Accidents shall be reported immediately to Library personnel.
- Failure to adhere to regulations may result in denial of future use of Library facilities.
- The Library will not be responsible for storage of any materials or equipment. Short term exceptions may be made upon request.
- All rules for appropriate behavior in the Library must be observed while using the meeting room.

Food and Drink and Kitchen Facilities

- Larger Meeting Rooms: Food and drink, including catered and full meals, are permitted.
- Kyova Branch: Kitchen facilities are only available in Meeting Room A/B and Meeting Room A. If reserved separately, light snacks and lidded drinks are permitted in Meeting Room B.
- Study Rooms: Light snacks and lidded drinks are permitted; no kitchen facilities are provided when using these rooms.
- Reading Garden: Light snacks and lidded drinks are permitted. However, if more elaborate meals or catering are required, Main Library Meeting Room may also be reserved in order to make use of the kitchen facilities.

Kitchen facilities are available at all branches. Kitchens have limited supplies and equipment. Each location has a refrigerator, microwave, coffee maker, sink, small counter space, and cleaning supplies. User is responsible for providing all other supplies (utensils, dishes, paper goods, ice, food, etc.) and for cleaning up after use.

Publicity and Advertising

- Except as a designation of location, the name of the Library may not be used in any publicity.
- No signage may be placed outside of the Library's building to designate the use of the meeting room.
- Any interior signage is limited to the space immediately in front of the meeting room door. Signs may only be outside the room 30 minutes prior to a meeting and 15 minutes afterward.
- All signage that will be used outside of the meeting room must be approved by Programming and Community Services Supervisor. Exceptions in signage may be made when the Library co-sponsors an event with an organization.

Review or Appeal Procedure

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